

COMPMETRICA English Written Communication Exercise for Professionals



Many of today's businesses operate in environments in which mastering one or more languages is required to accomplish daily tasks. It is therefore important to evaluate, in a valid and reliable manner, the linguistic competencies of professionals who must communicate effectively in written English. The **English Written Communication Exercise for Professionals** (WCE-PRO-EN) is an evaluation tool that assesses the candidates' ability to express their ideas in writing by using an appropriate, error-free language to effectively transmit information.

Description

- This linguistic ability exercise presents a fictitious scenario in which candidates must reply to a letter while assuming the role of a professional within an organization.
- The letter must be written using a formal approach that respects the rules of English spelling, grammar, syntax, punctuation, and lexis.
- The text must contain an introduction, one or more paragraph(s) for the body of the letter, and a concluding paragraph; also, the candidate must cover all elements required in order to complete the exercise.
- The letter must contain approximately 320 words. Points will be deducted from the final mark if a candidate writes less than the required number of words.

Competency Assessed

Communications

10. Written Communication

Able to effectively transmit ideas in writing using carefully worded, appropriate, and correct language.

Targeted Clientele

Organizations in which professionals interact in English in writing with internal and external stakeholders while using the English language.

Conditions

Duration

- Sixty (60) minutes

Correction Time

- Paper-Pencil Administration: Four (4) business days
- Web Administration: Three (3) business days



Sample Report

English Written Communication Exercise for Professionals

Candidate: Smith, John
Evaluation date: 2008/05/20

Explanation note on the type of test

The English Written Communication Exercise for Professionals (WCE-PRO-EN 08) evaluates the candidate's ability to communicate in written English while working within the context of a professional work environment. Three main criteria are evaluated: writing strategy, structure and style, as well as grammar and mechanics of the text.

This exercise does not assess the specific knowledge for this field of e

Definition of evaluated components

This test evaluates **WRITTEN COMMUNICATION SKILLS**, i.e., the appropriate language and free of errors in order to transmit information. The following aspects are evaluated.

WRITING
STRATEGY

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This evaluation criterion refers to the candidate's ability to achieve them (explanation, argument) and concludes the text.

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Results by component measured

The graphs below contain additional data on the candidate's capabilities in these three elements provided for your information. **This information should only be used for professional development purposes.**

A WRITING STRATEGY
Results: **21 / 25**

Introduction: Introduces the subject of the text and provides a context. 3 / 3

Body of the letter: Expresses the reason for writing and the strategy used in relation to the context. 16 / 20

Conclusion: A conclusion ends the text and summarizes the points made. 2 / 2

B STYLE AND STRUCTURE
Results: **13 / 15**

Tone: The tone used is always moderate and objective, appropriate to administrative correspondence that is on behalf of someone else. 3 / 3

Progression: There is a progression in the development of ideas that leads the reader from one point to another in a specific direction. The ideas must be linked to one another in a clear and logical way. 2 / 3

Transitions: Transitions ensure that one idea progresses to the next so that the document forms a coherent whole, not just a collage of ideas. Transitions accompany the change of ideas in a text. 3 / 3

Rigorous demonstration: The argument must be based on data (facts, information, observations) that are explained and analyzed. Positions are supported. No information is invented or incorrect. 2 / 3

Relevance: The ideas must be relevant to the plan established for the text. There should not be too many ideas for the same subject. 3 / 3

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C GRAMMAR AND MECHANICS OF THE TEXT	Results:	47 / 60	PERCENTILE
Spelling: Usual spelling refers to the commonly accepted way of spelling words. 6 / 12	<div style="width: 50%;"></div>		N/A
Grammar: Grammar refers to a mastery of the rules governing the relationship between words in the language. 9 / 12	<div style="width: 75%;"></div>		N/A
Syntax: Syntax refers to a mastery of the rules governing the order of words and the construction of sentences. 9 / 12	<div style="width: 75%;"></div>		N/A
Punctuation: Punctuation refers to a mastery of the non-alphabetic signs that indicate the divisions in a text, and mark certain syntactic relationships or nuances in meaning. 9 / 10	<div style="width: 90%;"></div>		N/A
Diction: Diction refers to the correct use of words and the avoidance of errors in vocabulary. 14 / 14	<div style="width: 100%;"></div>		N/A
D TOTAL OF THE THREE COMPONENTS		Results: 81 / 100	N/A

Penalty for not following instructions:
Note that the final score is based on the length of the text written by the candidate. The number of words required for this exercise is 320. If this instruction is not followed, points are deducted from the results obtained in section D.

Based on the number of words the candidate used in his or her text, 20 points will be deducted from his or her final results score.

E FINAL RESULTS
Results: **61 / 100**
N/A

