



**ENGLISH WRITTEN COMMUNICATION EXERCISE
FOR ADMINISTRATIVE SUPPORT STAFF (WCE-
ADM-EN 07)**

EVALUATION REPORT

Candidate:
Smith, John

Evaluation date:
2008/05/20

English Written Communication Exercise for Administrative Support Staff

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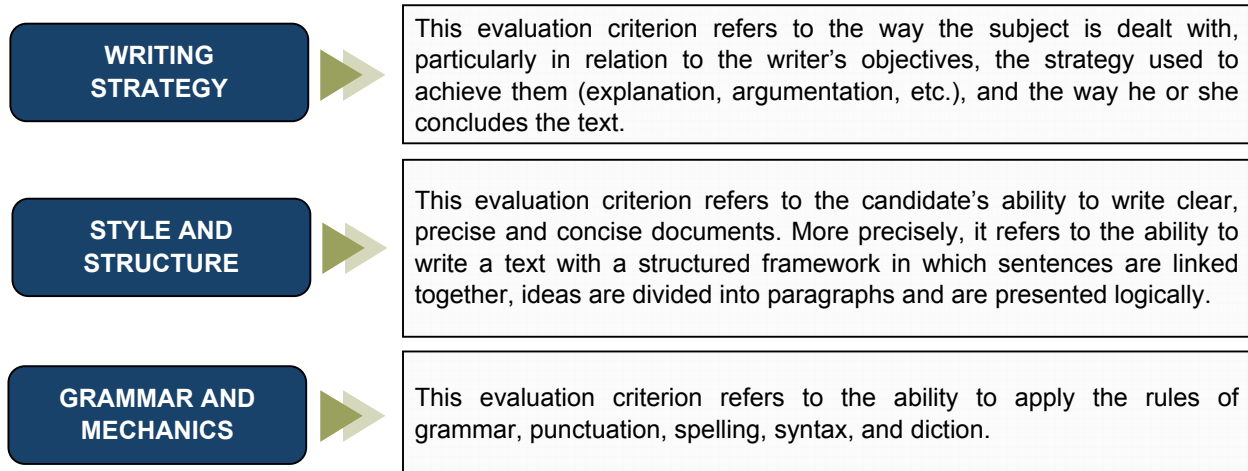
Explanation note on the type of test

The English Written Communication Exercise for Administrative Support Staff (WCE-ADM-EN 07) evaluates the candidate's ability to communicate in written English while working within the context of an administrative 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 employment.

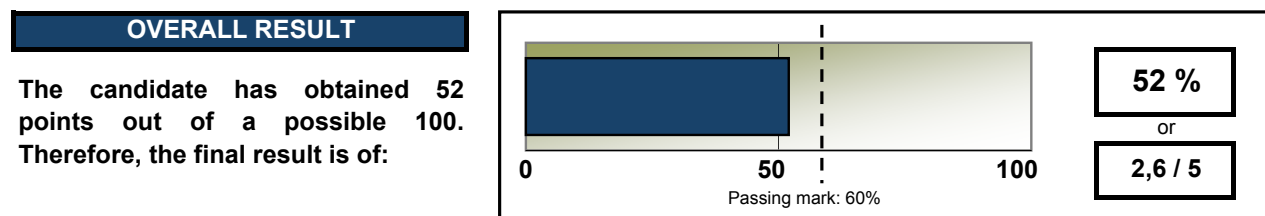
Definition of evaluated components

This test evaluates **WRITTEN COMMUNICATION SKILLS**, i.e., the ability to express ideas in writing with the appropriate language and free of errors in order to transmit information effectively. More specifically, the three following aspects are evaluated.



Overall result

The overall result, which is expressed as a percentage, indicates the candidate's performance in relation to the three components evaluated. The recommended passing mark for this test is of 60%, which indicates that the candidate has adequately demonstrated the ability to express his or her ideas in writing within the context of a work situation.



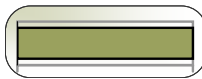
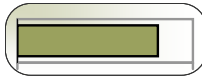
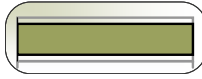





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Results by component measured

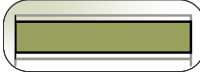




The graphs below contain additional data on the candidate's capabilities in these three elements and are provided for your information. **This information should only be used for professional development purposes.**

A WRITING STRATEGY		Results:	21 / 25	PERCENTILE
Introduction: Introduces the subject of the text and provides a context.		3 / 3		N/A
Body of the letter: Expresses the reason for writing and the strategy used in relation to the context.		16 / 20		N/A
Conclusion: A conclusion ends the text and summarizes the points made.		2 / 2		N/A
B STYLE AND STRUCTURE		Results:	10 / 15	PERCENTILE
Tone: The tone used is always moderate and objective, appropriate to administrative correspondence that is on behalf of someone else.		2 / 3		N/A
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.		1 / 3		N/A
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.		2 / 3		N/A
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.		3 / 3		N/A
Relevance: The ideas must be relevant to the plan established for the text. There should not be too many ideas for the same subject.		2 / 3		N/A

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C GRAMMAR AND MECHANICS OF THE TEXT		Results:	41 / 60	PERCENTILE	N/A
Spelling: Usual spelling refers to the commonly accepted way of spelling words.		12 / 12			N/A
Grammar: Grammar refers to a mastery of the rules governing the relationship between words in the language.		6 / 12			N/A
Syntax: Syntax refers to a mastery of the rules governing the order of words and the construction of sentences.		9 / 12			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.		6 / 10			N/A
Diction: Diction refers to the correct use of words and the avoidance of errors in vocabulary.		8 / 14			N/A

D TOTAL OF THE THREE COMPONENTS		Results:	72 / 100	PERCENTILE	N/A
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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 250. 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:	52 / 100	PERCENTILE	N/A
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