

WorkKeys Business Writing Assessment Outline

Score Levels for Written Response

Score 0

- Off-topic, inappropriate, and/or offensive language is used
- Written in a language other than English

Score 1

- Contains little/no development
- Lacks organization
- Lacks sentence variety
- Construction errors greatly impede understanding
- Word choice is poor
- Lacks business-English style and tone
- Grammar errors are frequent and severe

Score 2

- Ideas are thinly developed
- Organization is evident, but overall focus is unclear
- Few/no transitions are used
- Sentences are simple, repetitive, and/or lack construction
- Word choice is limited and sometimes incorrect
- Lacks business-English style and tone
- Significant grammar errors

Score 3

- Ideas are limited but developed adequately
- Supporting examples are relevant but may be repetitive
- Minor lapses in overall focus/purpose
- Sentences are generally correct and contain some variety
- Business-English style and tone are generally achieved
- Some grammar errors are apparent
- Basic spelling is correct

Score 4

- Most ideas are well-developed
- Supporting examples are details are relevant
- Contains organization and consistent focus
- Transitions are effective and varied
- Sentences are varied in length and complexity
- Word choice shows precision and variety
- Minor grammar errors

Score 5

- Ideas are well-developed and are elaborated with relevant examples
- Organization is smooth
- Focus is clear and consistent
- Transitions are varied, effective, and seamless
- Word choice is varied and precise
- Style and tone are appropriate for a business-English setting
- Any present grammar errors do not impede understanding

Time limit: 30 minutes

Total items: 1

Question format: Writing prompt

Exam delivery: Online or paper-and-pencil

Business Writing Study Guide

O. Ray Whittington



Business Writing Study Guide:

The Fundamentals of Business Writing: Claudine L. Boros, Leslie Louis Boros, 2012-04-02 to follow **Effective Writing; Study Guide, a Workshop Course, May 1975** United States. Internal Revenue Service, 1975 This study guide for a workshop course in effective writing is designed to help everyone involved in the process of business writing managers supervisors and professional employees agree on standards to be used in writing and reviewing and to increase their confidence and skill in generating documents that meet those standards Unit 1 presents fundamental considerations and standards for effective communication Unit 2 discusses planning organizing and evaluating writing as well as revising and editing Unit 3 discusses language principles clarity conciseness and appropriate tone Unit 4 discusses such topics as paragraph development paragraph length and paragraph linkage Unit 5 discusses sentence principles active voice parallel ideas and punctuation Unit 6 is an epilogue that includes general comments about the course **The AMA Handbook of Business Writing** Kevin Wilson, Jennifer Wauson, 2010 Previous Edition 9780763773151 [Business Writing with AI For Dummies](#) Sheryl Lindsell-Roberts, 2024-07-03 Learn how to generate high quality business documents with AI This essential guide helps business writers and other professionals learn the strengths and weaknesses of AI as a writing assistant You ll discover how AI can help you by chopping through writer s block drafting an outline generating headlines and titles producing meaningful text maintaining consistency proofreading and editing and optimizing content for search engines Employees in all industries spend enormous amounts of energy writing editing and proofreading documents of all kinds Now you can improve your efficiency and boost the quality of your work thanks to AI writing tools like ChatGPT Jasper Grammarly and beyond With clear instructions and simple tips Business Writing with AI For Dummies guides you through the process of using AI for common business writing tasks Produce high quality specialized writing quicker and at a lower cost Use AI to draft business related content like emails articles business plans grant proposals bios websites and many others Incorporate AI into your writing process to make your workday more efficient Take advantage of AI so you can focus your human creativity on going beyond the basics For business professionals facing tight deadlines or large volumes of writing tasks this easy to use Dummies guide will be a game changer [Wiley CPAexcel Exam Review 2014 Study Guide](#) O. Ray Whittington, 2013-11-08 Everything today s CPA candidates need to pass the CPA Exam Published annually this Business Environment and Concepts volume of the comprehensive four volume paperback reviews all current AICPA content requirements in business environment and concepts Many of the questions are taken directly from previous CPA exams With 2 800 multiple choice questions in all four volumes these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination Its unique modular format helps you zero in on those areas that need more attention and organize your study program Complete sample exam The most effective system available to prepare for the CPA exam proven for over thirty years Timely up to the minute coverage for the computerized exam Contains all

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Academic and Business Writing Maggie Sokolik, What characterizes academic writing and business writing What are the differences between the two genres Where do they intersect This book offers an overview of the features of both styles of writing as well as opportunities to improve your writing skills in a wide variety of contexts This book was written to accompany the free online course of the same name the second of two courses offered by the College Writing Programs of the University of California Berkeley through edX org For students in the course this book offers additional ways to practice writing editing and reviewing the materials However the materials here are independent of the course and function as an effective study of academic and business writing

Learn Good Business Writing and Communication (Collection) Natalie Canavor, Claire Meirowitz, Stephen R. Covey, 2013-08-08 The Truth About the New Rules of Business Writing shows you how to master the art of effective business communication replacing the old standards of jargon pomposity and grammar drills with a simple quick and conversational writing style Authors Natalie Canavor and Claire Meirowitz demonstrate how to plan and organize your content make your point faster tell your readers what s in it for them construct winning documents of every kind print electronic and even blog entries and text messages The Truth about the New Rules of Business Writing brings together the field s best knowledge and shows exactly how to put it to work With an aha on every page it presents information in a clear accessible style that s easy to understand and use Written in short chapters it covers the entire field cuts to the heart of every topic pulls back the curtain on expert secrets and pops the bubble of commonly held assumptions Simply put this book

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