

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

Karin Nielsen-Saines



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