

# Business Communication (adaptive)

## Assessment Fact Sheet

### Overview

The Business Communication test measures a candidate's skills required to communicate effectively with co-workers at all levels and with external business contacts. This test is designed for an average business worker.

Job Family/Title	Business Personnel
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### Details

Average Testing Time (minutes)	24 minutes
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Allowed Time (minutes)	90 minutes
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Maximum Number of Questions	30 questions
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Number of Sittings	One
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Designed for Unproctored Environment	Yes
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Question Format	Multiple Choice - Adaptive
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Product Category	Business Skills
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### Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of the following areas of business communication:

- Electronic Communication
- Employment Communication
- Listening
- Meetings
- Nonverbal Communication
- Verbal Communication
- Written Communication