

# Business Letter Compose

## Assessment Fact Sheet

### Overview

The Business Letter Compose test is designed to measure typing ability, including spacing and formatting. Additionally, this test measures text errors, including spelling mistakes. Candidates have 30 minutes to complete the test, and time begins when the candidate selects “OK” on the computer screen. Candidates are provided a printed text original that contains the unformatted text they will need to complete the test: address information, greeting, body text, and closing information. Candidates are asked to type the correctly formatted version of the text into a word processing program.

Note that the same text is used in both the Business Letter Compose and Business Letter Edit tests. Therefore, we advise clients not to use both tests in given test session, as experience with one of the tests may influence scores on the other.

### Details

Allowed Time (minutes)	30 minutes
Number of Sitzings	One
Designed for Unproctored Environment	Yes or No
Question Format	Keyboarding text from text original
Product Category	Administrative - Clerical

### Knowledge, Skills, Abilities and Competencies Measured

Measures the ability to accurately type and make corrections from a text original containing grammar, punctuation, spelling, and formatting errors.

## Example Question

Ms. Jill Smith, Senior Vice President  
1000 Whirlwind Parkway  
Chicago, IL 10057

Dear Ms. Smith:

We are pleased to announce that Fun Paper Company has moved into a larger facility and now offers even more types and styles of paper. The "old standbys" are still available, but now we offer two new collections: 'Truly Elegant' and 'Contemporary Fun'.

## Example Report

<b>Score Summary</b>				
Total Number of Questions:		1		
<b>Time Summary:</b>				
Time Taken (mm:ss):		00:10		
Started on:		4/4/05 9:30 AM		
Completed on:		4/4/05 9:30 AM		
<b>Total Errors: 87</b>				
Number of Text Errors:		38.0		
Number of Spacing Errors:		2.0		
Number of Format Errors:		47.0		
<b>Score Comparison:</b>				
Company Wide Comparison:		0 Scores.		
	Average	High	Low	
Score	0.0	0.0	0.0	
Time (mm:ss)	00:00	00:00	00:00	
System Wide Comparison:		394 Scores.		
	Average	High	Low	
Score	83.2	276.0	14.0	
Time (mm:ss)	24:10	30:00	00:03	