Business Letter Edit
Assessment Fact Sheet

Overview	The Business Letter Edit test is designed to measure a candidate's ability to accurately make corrections from a business letter containing punctuation, spelling, and formatting errors. In this assessment, the text of the letter appears in the word processing program. Candidates are instructed to correctly format and edit the letter provided in the program, rather than having to type in the letter from a text original.
	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)	15 minutes
	Number of Sittings	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 make corrections from a business letter containing punctuation, spelling, and formatting errors.

Example Questions

July 13, 2002
Ms. Jill Smith Senior Vice President 1000 Whirlwind Parkway Chicago IL 10057 Dear Ms. Smith: We are pleased to anounce 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' I have enclosed a broshure containing

Example Reports

Score Summary

Total Number of Questions:	1

Time Summary:

Time Taken (mm:ss):	00:54
Started on:	7/19/03 10:32 PM
Completed on:	7/19/03 10:33 PM

Total Errors: 47.0

Number of Text Errors:	34.0
Number of Spacing Errors:	3.0
Number of Format Errors:	10.0

Score Comparison:

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: 1165 Scores.

		Average	High	Low
	Score	58.4	198.0	0.0
	Time (mm:ss)	14:30	15:00	00:00

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