

Business Writing

Assessment Fact Sheet

Overview

The Business Writing test measures a candidate's knowledge of the principles of business writing. This test is designed for administrative professionals.

Job Family/Title

Administrative Professionals

Details

Average Testing Time (minutes)

27 minutes

Allowed Time (minutes)

90 minutes

Maximum Number of Questions

30 questions

Number of Sitzings

One

Designed for Unproctored Environment

Yes

Question Format

Multiple Choice - Adaptive

Product Category

Admin-Clerical

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of the following areas of business writing:

- Business Letters
- Other Formats
- Principles of Organization
- Rules of Grammar
- Spelling
- Style and Tone
- Vocabulary