

SelectWrite™ Report

Applicant:

Organization:

User ID:

Client Number:

Date Tested:

Location:

Overall:

The SelectWrite™ assessment produces an overall rating that indicates how well the candidate is able to demonstrate effective writing skills. Based on the results, this candidate is:



The writing assessment was scored using the following dimensions:

Purpose and Impact - The ability to clearly state the purpose of the communication.

Accuracy and Completeness - The ability to accurately and thoroughly present the information to address the problem.

Writing Mechanics and Grammar - The ability to use proper grammar, spelling, sentence structure, and punctuation.

Vocabulary and Word Choice - The ability to use varied and appropriate wording for the audience that clearly communicates the intended meaning.

Business Writing Style - The ability to concisely and clearly present the information using an appropriate tone, voice, and parallel structure.

Organization - The ability to logically group and cohesively present information through a clear opening, body and closing using appropriate transitions throughout.



Developmental Information

This feedback is based on the candidate's SelectWrite™ test scores and is specific to the candidate. This section is for development purposes only.

Accuracy and Completeness

This candidate is effective at ensuring the accuracy and/or completeness of information presented in the email based on the details provided in the prompt. Important elements of the prompt were included in their response.

Business Writing Style

This candidate's business writing style is generally effective. The candidate's response demonstrated writing that was mostly clear and concise. The writer's voice was consistent and appropriate, and the tone adequately fit the situation. The response displayed mostly parallel structure.

Organization

The candidate exhibited effective written organizational skills. The response is well organized and relatively easy to follow. The response contains an introduction, body with supporting paragraph(s), and conclusion, and most paragraphs contain one main idea. Ideas are presented in a logical sequence, and transitions signal a change of ideas or organization. The writing is generally cohesive with most sentences hanging together well and relating to the main point.

Purpose and Impact

This candidate does an effective job clarifying the main point and the purpose of their response. The main point is generally clear and the thesis is supported by meaningful details.

Vocabulary and Word Choice

This candidate's response demonstrated a vocabulary that is somewhat varied. The words were generally appropriate for the context and/or audience. In addition, the words reflected the intended meaning.

Writing Mechanics and Grammar

This candidate's writing mechanics and grammar skills are generally effective. The writing may have occasional grammar or spelling errors, but they do not impede readability. The writing contains mostly complete and correct sentences with no major structural issues.

