

Business Writing Skills Assessment

Name:

Company:

Date:

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Part I: Writing Samples

1

In this section, you need to create two e-mails.

Somewhere in your daily routine there is undoubtedly a situation you would like to see changed.

Write an e-mail to the person with the authority to take the necessary action.

Part I:
Writing Samples

2

The company you work for has a special recognition program called Top of the Team for employees who deserve praise for a job well done.

Write an e-mail to nominate a colleague for this honor.

Check these ten sentences for mistakes in grammar, punctuation, spelling or word usage. If you don't find a mistake, click the "C" button. Otherwise, type the correction in the field provided. You do not need to retype the entire sentence.

Correct the mistakes or mark C for correct.

1. We have referred your question to our Product Development Department, you should be hearing from someone within one week.
C
2. In customer survey's, the rating for the technical service staff is 4.7 on a 5.0 scale.
C
3. Its important that you store MUV in a cool, dry location.
C
4. If your planning to attend the conference, please return the registration form by October 15.
C
5. You should of received background information last week.
C

6. There are many factors that can affect a person's performance.

C

7. The details of your experience has been shared with our quality control professionals.

C

8. I will be calling Alvaro this afternoon, he and I agreed a phone call is better than e-mail for this situation.

C

9. The message form our CEO very clearly states the reasons for a change in management.

C

10. Our companies standards for quality are very high, and we stand by every product.

C

If you have any comments about this Business Writing Skills Assessment, please type them here.

Submit Your Assessment Form Electronically

Click anywhere in this box to e-mail your Skills Assessment data to The Writing Exchange. While the Assessment form itself will not be sent, The Writing Exchange can recreate it with your data.