

WorkKeys Business Writing Assessment Outline

Score Levels for Written Response

Score 0

- Off-topic, inappropriate, and/or offensive language is used
- Written in a language other than English

Score 1

- Contains little/no development
- Lacks organization
- Lacks sentence variety
- Construction errors greatly impede understanding
- Word choice is poor
- Lacks business-English style and tone
- Grammar errors are frequent and severe

Score 2

- Ideas are thinly developed
- Organization is evident, but overall focus is unclear
- Few/no transitions are used
- Sentences are simple, repetitive, and/or lack construction
- Word choice is limited and sometimes incorrect
- Lacks business-English style and tone
- Significant grammar errors

Score 3

- Ideas are limited but developed adequately
- Supporting examples are relevant but may be repetitive
- Minor lapses in overall focus/purpose
- Sentences are generally correct and contain some variety
- Business-English style and tone are generally achieved
- Some grammar errors are apparent
- Basic spelling is correct

Score 4

- Most ideas are well-developed
- Supporting examples are details are relevant
- Contains organization and consistent focus
- Transitions are effective and varied
- Sentences are varied in length and complexity
- Word choice shows precision and variety
- Minor grammar errors

Score 5

- Ideas are well-developed and are elaborated with relevant examples
- Organization is smooth
- Focus is clear and consistent
- Transitions are varied, effective, and seamless
- Word choice is varied and precise
- Style and tone are appropriate for a business-English setting
- Any present grammar errors do not impede understanding

Time limit: 30 minutes

Total items: 1

Question format: Writing prompt

Exam delivery: Online or paper-and-pencil

Workkeys Study Guide For Workplace Observation

Henschke, John Arthur



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Resources in Education ,1998 Facilitating Adult and Organizational Learning Through Andragogy: A

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Table of Contents Workkeys Study Guide For Workplace Observation

1. Understanding the eBook Workkeys Study Guide For Workplace Observation
 - The Rise of Digital Reading Workkeys Study Guide For Workplace Observation
 - Advantages of eBooks Over Traditional Books
2. Identifying Workkeys Study Guide For Workplace Observation
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Workkeys Study Guide For Workplace Observation
 - User-Friendly Interface
4. Exploring eBook Recommendations from Workkeys Study Guide For Workplace Observation
 - Personalized Recommendations
 - Workkeys Study Guide For Workplace Observation User Reviews and Ratings
 - Workkeys Study Guide For Workplace Observation and Bestseller Lists
5. Accessing Workkeys Study Guide For Workplace Observation Free and Paid eBooks
 - Workkeys Study Guide For Workplace Observation Public Domain eBooks
 - Workkeys Study Guide For Workplace Observation eBook Subscription Services
 - Workkeys Study Guide For Workplace Observation Budget-Friendly Options

6. Navigating Workkeys Study Guide For Workplace Observation eBook Formats
 - ePub, PDF, MOBI, and More
 - Workkeys Study Guide For Workplace Observation Compatibility with Devices
 - Workkeys Study Guide For Workplace Observation Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Workkeys Study Guide For Workplace Observation
 - Highlighting and Note-Taking Workkeys Study Guide For Workplace Observation
 - Interactive Elements Workkeys Study Guide For Workplace Observation
8. Staying Engaged with Workkeys Study Guide For Workplace Observation
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Workkeys Study Guide For Workplace Observation
9. Balancing eBooks and Physical Books Workkeys Study Guide For Workplace Observation
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Workkeys Study Guide For Workplace Observation
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Workkeys Study Guide For Workplace Observation
 - Setting Reading Goals Workkeys Study Guide For Workplace Observation
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Workkeys Study Guide For Workplace Observation
 - Fact-Checking eBook Content of Workkeys Study Guide For Workplace Observation
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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