

# 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

**National Learning Corporation**



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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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