

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

Albert A Gayle

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Workkeys Secrets Study Guide: Workkeys Practice Questions & Review for the Act's Workkeys Assessments

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Resources in Education ,1998 Facilitating Adult and Organizational Learning Through Andragogy: A History, Philosophy, and Major Themes Henschke, John Arthur, 2020-11-20 Andragogy may be defined as a scientific discipline for study of the research theory processes technology practice and anything else of value and benefit including learning teaching instructing guiding leading and modeling exemplifying a way of life that would help to facilitate and bring adults to their full degree of humanness Andragogy is one part of the broader international field of adult education human resource development and lifelong learning thus serving the advancement and connection needs of adult learners organizational development and lifelong learning in areas such as higher education business military corporate training healthcare executive leadership courtroom practice religious life and human resource development Facilitating Adult and Organizational Learning Through Andragogy A History Philosophy and Major Themes investigates the history philosophy and major themes of andragogy and how they may contribute to helping practitioners to design and facilitate adult and organizational learning The book presents more than 500 documents that are examined through two different lenses The first lens is the history and philosophy or a chronological approach of andragogy while the second lens takes a look at the major themes as categories of what the documents express While encompassing the background uses and future of andragogy this book is ideally intended for teachers administrators practitioners stakeholders researchers academicians and students

[Resources in Education ,1996](#) [WIA Program Year ... Annual Report ,2003](#) **Current Index to Journals in**

Education ,1999-10 English Mechanic and World of Science ,1874 State Education Leader ,1994 **Press**

Summary - Illinois Information Service Illinois Information Service,2001-04 **Assessment Procedures for**

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Comprehensive Handbook of Psychological Assessment: Industrial and organizational assessment Michel Hersen,2004 In one volume the leading researchers in industrial organizational assessment interpret the range of issues related to industrial organizational tests including test development and psychometrics clinical applications ethical and legal concerns use with diverse populations computerization and the latest research Clinicians and researchers who use these instruments will find this volume invaluable as it contains the most comprehensive and up to date information available on this important aspect of practice

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