



ENGLISH WRITTEN COMMUNICATION EXERCISE (WCE-EN 06)

EVALUATION REPORT

Candidate:

Candidate X

Evaluation date:

January 200X

ÉVALUATION PERSONNEL
SÉLECTION INTERNATIONAL INC.

WWW.EPSI-INC.COM



English Written Communication Exercise

Candidate: Candidate X

Evaluation date: January 200X

Explanation note on the type of test

The English Written Communication Exercise (WCE-EN 06) evaluates the ability to communicate in written English in a work context. Three main criteria are evaluated: writing strategy, structure and style, as well as grammar and mechanics of the text.

This exercise does not assess the specific knowledge for this field of employment.

Definition of evaluated components

The English Written Communication Exercise evaluates **WRITTEN COMMUNICATION SKILLS**, i.e., the ability to express ideas in writing with the appropriate language and free of errors in order to transmit information effectively. More specifically, the three following aspects are evaluated.

WRITING STRATEGY

This evaluation criterion refers to the way the subject is dealt with, particularly in relation to the writer's objectives, the strategy used to achieve them (explanation, argumentation, etc.), and the way he or she concludes the text.

STYLE AND STRUCTURE

This evaluation criterion refers to the candidate's ability to write clear, precise and concise documents. More precisely, it refers to the ability to write a text with a structured framework in which sentences are linked together, ideas are divided into paragraphs and are presented logically.

GRAMMAR AND MECHANICS

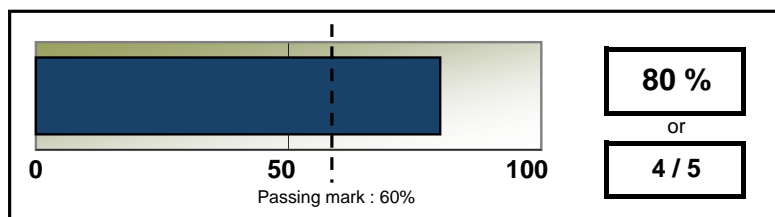
This evaluation criterion refers to the ability to apply the rules of grammar, punctuation, spelling, syntax, and diction.

Overall result

The overall result, which is expressed as a percentage, indicates the candidate's performance in relation to the three components evaluated. The recommended passing mark for this test is of 60%, which indicates that the candidate has adequately demonstrated the ability to express his or her ideas in writing within the context of a work situation.

OVERALL RESULT

The candidate has obtained 80 points out of a possible 100. Therefore, the final result is of:





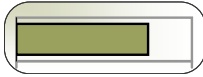



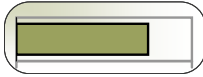

English Written Communication Exercise

Candidate: Candidate X

Evaluation date: January 200X

Results by component measured



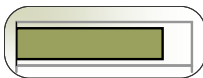


The graphs below contain additional data on the candidate's capabilities in these three elements and are provided for your information. **This information should only be used for professional development purposes.**

A WRITING STRATEGY		Result:	14 / 20	PERCENTILE	45.8
Introduction:	Introduces the subject of the text and provides a context.		3 / 4		39.8
Body of the letter:	Expresses the reason for writing and the strategy used in relation to the context.		8 / 12		39.8
Conclusion:	A conclusion ends the text and summarizes the points made.		3 / 4		74.7
B STYLE AND STRUCTURE		Result:	16 / 20	PERCENTILE	83.1
Tone:	The tone used is always moderate and objective, appropriate to administrative correspondence that is on behalf of someone else.		4 / 4		100
Progression:	There is a progression in the development of ideas that leads the reader from one point to another in a specific direction. The ideas must be linked to one another in a clear and logical way.		3 / 4		75.9
Transitions:	Transitions ensure that one idea progresses to the next so that the document forms a coherent whole, not just a collage of ideas. Transitions accompany the change of ideas in a text.		2 / 4		62.7
Rigorous demonstration:	The argument must be based on data (facts, information, observations) that are explained and analyzed. Positions are supported. No information is invented or incorrect.		3 / 4		38.6
Relevance:	The ideas must be relevant to the plan established for the text. There should not be too many ideas for the same subject.		4 / 4		100

English Written Communication Exercise

Candidate: Candidate X

Evaluation date: January 200X

			PERCENTILE
C	GRAMMAR AND MECHANICS OF THE TEXT	Result: 50 / 60	80.7
Spelling:	Usual spelling refers to the commonly accepted way of spelling words.	 9 / 12	48.2
Grammar:	Grammar refers to a mastery of the rules governing the relationship between words in the language.	 10 / 12	77.1
Syntax:	Syntax refers to a mastery of the rules governing the order of words and the construction of sentences.	 10 / 12	75.9
Punctuation:	Punctuation refers to a mastery of the non-alphabetic signs that indicate the divisions in a text, and mark certain syntactic relationships or nuances in meaning.	 10 / 10	100
Diction:	Diction refers to the correct use of words and the avoidance of errors in vocabulary.	 11 / 14	48.2

D	TOTAL OF THE THREE COMPONENTS	Result: 80 / 100	84.3
----------	--------------------------------------	-------------------------	-------------

Penalty for not following instructions:

Note that the final score is based on the length of the text written by the candidate. The number of words required for this exercise is between 380 and 420. If this instruction is not followed, a percentage of the score obtained in section D is deducted from the final result.

Because the candidate did not follow the instructions by not writing a text within the prescribed word range, he or she is penalized by 0% of the score obtained in section D.

E	FINAL RESULT	Result: 80 / 100	97.6
----------	---------------------	-------------------------	-------------