

{YOUR COMPANY NAME, ADDRESS AND/OR TELEPHONE}

{YOUR COMPANY LOGO}

## English Language

### Professional Writing, Editing and Proofreading Assessment

Report For: {Your Test Candidate's Name, Date}

#### 1. Test Scores

Test 1: Spelling, Capitals, Punctuation

Questions: 45

Incorrect: 6

Not answered: 0

=====  
Score: 86.67%

Test 3: Sentence Structure, Punctuation, Clarity

Questions: 24

Incorrect: 6

Not answered: 0

=====  
Score: 75%

Test 2: Verbs, Pronouns, Adjectives, Adverbs

Questions: 31

Incorrect: 4

Not answered: 0

=====  
Score: 87.1%

=====  
**OVERALL SCORE: 84%**

#### 2. Written Submission

(From: {Your Test Candidate's Name})

I believe this position requires several **types** of skills: a personable demeanor, attention to detail, and a willingness to learn. In over six years of customer service, I have learned active listening and how to see from **their** perspective, and both are useful in reporting. In editing and proofreading, attention to minute details is essential to presenting a good product and first impression **which I used** as a tutor, an editor, and a marketing manager. Lastly, I approach every job, project, and assignment with a learning spirit, always willing to try new techniques, processes, or programs to accomplish the task.

These life skills are important, but I can also contribute to the company via my **other hobbies** and knowledge. I find that my **hobby** as an amateur photographer using my DSLR camera allows me to frame both visual and **written mediums** well. An understanding of HTML and CSS works well with my experience **web design** which I frequently use in conjunction with Adobe Photoshop and InDesign. My expertise also includes marketing through email and social media like Facebook, Twitter, LinkedIn, and corporate blogs.

**Comment [RK1]:** Wordy. No need for "types of" as the skills listed are skills not types.

**Comment [RK2]:** The reference is not clear.

**Comment [RK3]:** Reference unclear. Was it the "first impression" that was used as a tutor?

**Comment [RK4]:** "other" seems to imply that the previous skills were also "hobbies"

**Comment [RK5]:** repetitive

**Comment [RK6]:** this thought is not clear. How does a DSLR camera help with written material?

**Comment [RK7]:** Missing preposition "in, at."

Beyond all of these facts, it has been my dream to be an editor in such this NHRA position and I would be thrilled to work with you.

Comment [RK8]: Missing words

### ***3. Assessment***

From the test scores above, **{Your Test Candidate's Name}** has some difficulty with sentence structure, punctuation, and clarity. This problem also shows up in his written submission below with numerous errors in punctuation and clarity. Unfortunately, with errors and scores such as this, I cannot recommend {test candidate's name} for a position requiring the skills of a professional writer or editor.

Sample