

## REPORT FOR {Editing Test Candidate}

### Editing Tests

#### Test 1:

Spelling, Capitals, Punctuation **84.44%**  
Questions: 45 Incorrect: 7 Not answered: 0

#### Test 2:

Verbs, Pronouns, Adjectives, Adverbs **80.65%**  
Questions: 31 Incorrect: 6 Not answered: 0

#### Test 3:

Sentence Structure, Sentence Punctuation, Clarity **62.5%**  
Questions: 24 Incorrect: 9 Not answered: 0

**TOTAL 78%**

### Assessment

{Editing Test Candidate} has scored well below the threshold for a professional writer or editor on the editing tests above. Although {Editing Test Candidate} has taken the care and effort to spell check and grammar check her written submission below, aside from the incorrect use of the semi-colon, there are still some fundamental problems with the writing. Repetitiveness and redundancies exist throughout the piece. In view of the low editing test scores above, and the quality of the written submission below, I cannot recommend {Editing Test Candidate} for a position requiring professional editing and writing skills.

### Written Submission

(From: {Editing Test Candidate})

I believe I am a good candidate for the editor position because I am precise, detailed, and thorough. These qualities ensure any document I review will conform to the company's style guide, be grammatically correct, and contain the proper spellings of the words within the document. I take pride in my work. Therefore, my work will be as correct as I can physically make it. I enjoy editing so much I find myself "editing" articles and books I read. In my spare time, I work word search puzzles, which assists me in locating misspelled words. I am not afraid to use the spell check operating system on my computer. Nor, am I opposed to using a dictionary for spelling or grammar usage. I also check informational websites to verify the content in the document I am reviewing.

I read a document first. This avoids the tendency of reading the document and not editing the document. Then I go back through the document to see if there are any errors in the document. I verify the spelling, style guide guidelines, and information presented to ensure I am not making mistakes in my work.

I have two friends, one who has written and published a book and another working on a book with the goal of publishing this document, who have asked me to edit their work. To say I felt honored by their trust is an understatement. Both works presented challenges as they were reviewed. The first book was a work of fiction so verification of facts was not possible. The second document is going to be a computer game's guidelines. I am not one for fantasy roles so it also presented challenges.

**Comment [RK1]:** Incorrect use of semi-colon (no punctuation required here)

**Comment [RK2]:** Incorrect use of semi-colon. Comma required here.

**Comment [RK3]:** Incorrect use of semi-colon. Comma required here.

**Comment [RK4]:** Awkward and repetitive "document" used twice in one sentence creates redundancy.

**Comment [RK5]:** Spell check is not an operating system.

**Comment [RK6]:** Ambiguous and vague. Meaning is unclear.

**Comment [RK7]:** Repetitive and redundant.

**Comment [RK8]:** Repetitive and redundant

**Comment [RK9]:** Rather than possessive here I would prefer "...guidelines for a computer game"