

Advanced Literacy

Module: Literacy

Updated: **May 09**

Overview

An excellent test to assess a person's competency in literacy and command of business language.

Skills Measured

Grammar
Punctuation
Spelling
Appropriate use of business language

Recommended Applications

Suitable for anyone who needs to communicate effectively in written form.

Complementary Tests

Grammar and Punctuation
Reading Comprehension
Verbal Reasoning—General

Test Details

| | |
|-------------------------------|--------------|
| Question Presentation Type | Multi Choice |
| Candidate Practice Available | Yes |
| Randomised Questioning | Yes |
| Available questions in pool | 61 |
| Number of questions presented | 40 |
| Time Allowed | 30 mins |
| Average Time to Complete | 10 mins |

Sample Question

- Q.** You are writing a business letter. What should be included the main body of the letter?
- A. An unambiguous description
 - B. An establishment of the tone
 - C. A clear and logical explanation of your case
 - D. A description of your feelings

Sample Results

| Test Result for SUE SALT | |
|--------------------------|---------------------|
| Test | Advanced Literacy |
| Test Started At | 21st May 2009 14:01 |
| Test Finished At | 21st May 2009 14:10 |
| Test Taken ID | 1118 |
| Remote Test | No |
| Answers correct | 15 |
| Out Of | 27 |
| Percentage | 56 |

