

# Plain English assessment

## Writing Skills Test

The Getting to the Point® **Writing Skills Test** is the ideal online tool to assess plain English writing in the workplace.

The test can help confirm if someone is writing in plain English, and where they might improve.

You can use it to:

- evaluate the skills of a job candidate
- identify professional development needs
- assess what you learnt in our workshops.

### Content

<b>Planning</b>	Align your communication to your audience's needs.
<b>Structure</b>	Choose the best structure for your purpose and audience.
<b>Design</b>	Support your content with visual elements.
<b>Expression</b>	Express yourself clearly and concisely.
<b>Style</b>	Apply modern Australian style to your content.

### What we include

- You get access to the online test and have 3 months to take it.
- You have 90 minutes to answer 20 questions.
- You can easily assign the test to staff or candidates.
- We email you a short score report with your results.
- We offer discounts when you buy multiple tests.

### What people say

- This offers a meaningful and accurate test of my skills.
- Covers a wide range of concepts in a short series of questions.
- The questions use real scenarios and are very interactive.
- A user-friendly interface with clear and easy-to-read instructions.

**Buy online at our [website](#).**



### How you prepare

#### Before the test

Make time to complete the test in 1 sitting.

#### On the day

Use a desktop computer or laptop for the best test experience.

### Any questions or issues?

<http://www.plainenglishfoundation.com/digital-hub>

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