

Sample Candidate

Test ID: 265770196594300 |  Sample.Candidate0411@shl.com

Test Date: November 4, 2022

WriteX - Email Writing (Managerial)

74 %tile



Score: 65/100

WriteX - Email Writing (Managerial)

CEFR: B2



74 Percentile

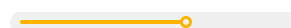
Etiquette

Content

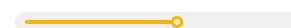
Grammar



81 / 100



60 / 100



54 / 100

Score Interpretation

- **Evaluators' score:** Refers to human evaluators rating the candidate on a numeric scale (for example 1-5) from which an overall score is generated.
- **AI-based evaluation (#/100):** Scores generated by artificial intelligence are shown as ratings on a scale of 1-100.
- **Comparison score (percentile):** A score that's been compared against a group of other candidates (also known as a normed score). For example, a candidate in the 60th percentile has scored better than 60% of the people in the comparison group.
- **Absolute score (#/100):** A score based on the number of correct responses. For example, a score of 60/100 means the candidate answered 60% of the questions correctly.

The color coding in this report is as given below:

- Scores between 71 and 100
- Scores between 31 and 70
- Scores between 0 and 30

1 | Insights

WriteX - Email Writing (Managerial)

CEFR: B2



74 Percentile

This score measures the ability to write an email in a proper format. A well written email is easier to read and understand. This skill is extremely important at work given the extensive use of emails for official communication.

The candidate is aware of the basic rules of email etiquette but needs to master the finer aspects.

Content 60 / 100

This score measures the relevance of the content written on a given topic. A high score on this competency means that the content is relevant, simple and descriptive. The reasoning provided in the email has the ability to influence the reader. This competency is important in most jobs as written communication with clients and colleagues is an integral part of any job.

The content is comprehensible and the main subject has some relevant points supporting it, but lacks certain minor details. The email has room for improvement.

Grammar 54 / 100

This score measures the grammatical correctness of the email written by the candidate. Improper grammar can affect the meaning and clarity of the email. Knowledge of basic sentence structure and avoiding grammatical errors ensures effective communication.

The sentences are properly structured (without any fragmented sentence) but there are noticeable grammatical errors.

2 | Response

WriteX - Email Writing (Managerial)

CEFR: B2

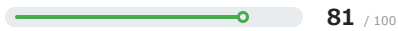
74 Percentile

Question

Your name is Monica Hayden. You work at Mixe Solutions Inc., a consulting firm, as a project manager. Yesterday, you received an email from the CEO of your company, Anthony D'Cruz, regarding a new project requirement from an important client (StockQuant Inc.). Since all your team members are busy with their individual projects, you would need to hire a few outside analysts to manage the workload of the new project. Write an email to the CEO (anthony@mcg.com) stating that you can take up the new project, but require his permission to hire new analysts.

Scores

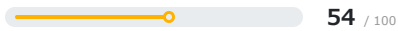
Etiquette



Content



Grammar



Response

To: anthony@mcg.com

Subject: Regarding new project

Hi, Anthony D'Cruz

Hope you are doing fine today. I have recieved the mai about the new project we get fr om StockQuant Inc. and i am very happy for this but want to let you know that, our tea m members are already busy with their individual project. we do not have bandwidth t o take ant new project .

I need new resources to complete thos project so. I rewest you to allow me to hire new analysts for this project and i promise you to deliver this project on time.

Thanks and regards
Monica Hayden

Error Summary

- Email Etiquette 3
- Spelling 4
- White Space 1
- Style 0
- Grammar 14
- Typographical 2

Email Statistics

86

Total words

6

Total sentences

14

Average sentence length

59

Total unique words

41

Total stop words

Error Details

Email Etiquette

Regarding new project	Using words/phrases like regarding at start of email subject should be avoided.
Hi, Anthony D'Cruz	Usage of punctuations is not recommended.
Hi, Anthony D'Cruz	A capital letter found in middle of a word.

Spelling

... the new project we get from StockQuant Inc. and i am v ery happy for this but want ...	Possible spelling mistake found
...project we get from StockQuant Inc. and i am very happ y for this but want to let ...	Did you mean "I"?
need new resources to complete thos project so. I rewest	Possible spelling mistake found. Consider replacing the highlighted text with: 'this'.
... hire new analysts for this project and i promise you to d eliver this project on ...	Did you mean "I"?

White Space

...t have bandwidth to take ant new project . I need new re sources to complete thos p...	Don't put a space before the full stop
---	--

Grammar

Hope you are doing fine today. I have recieved the mai abo ut the new proj	Possible Grammar error found. Consider replacing the highlighted text with 'well'.
are doing fine today. I have recieved the mai about the ne w project we get from StockQu	Possible Grammar error found. Consider replacing the highlighted text with 'received'.
ne today. I have recieved the mai about the new project w e get from StockQuant Inc.	Possible Grammar error found. Consider replacing the highlighted text with 'mail'.
mai about the new project we get from StockQuant Inc. an d i am very happy for this	Possible Grammar error found. Consider replacing the highlighted text with 'got'.
uant Inc. and i am very happy for this but want to let you k now that, our team memb	Possible Grammar error found. Consider replacing the highlighted text with 'about'.
i am very happy for this but want to let you know that, our team members are al	Possible Grammar error found. Consider inserting 'I' over here.
but want to let you know that, our team members are alre ady busy with their indi	Possible Grammar error found. Consider removing the highlighted text
dy busy with their individual project. we do not have band width to take ant new project	Possible Grammar error found. Consider replacing the highlighted text with 'projects'.

idual project. we do not have **bandwidth** to take ant new pr
oject . I need new res

Possible Grammar error found. Consider inserting 'the' over here.

do not have bandwidth to take **ant** new project . I need ne
w resources to complete th

Possible Grammar error found. Consider replacing the highlighted text with 'any'.

ave bandwidth to take ant new **project** . I need new resour
ces to complete thos project s

Possible Grammar error found. Consider replacing the highlighted text with 'projects'.

eed new resources to complete **thos** project so. I rewest yo
u to allow me to hire new

Possible Grammar error found. Consider replacing the highlighted text with 'this'.

rces to complete thos project **so**. I rewest you to allow me
to hire new analysts fo

Possible Grammar error found. Consider removing the highlighted text

o complete thos project so. I **rewest** you to allow me to hir
e new analysts for this pro

Possible Grammar error found. Consider replacing the highlighted text with 'rewrite'.

Typographical

...new project we get from StockQuant Inc. **and** i am very
happy for this but want to le...

This sentence does not start with an uppercase letter

...ady busy with their individual project. **we** do not have ba
ndwidth to take ant new p...

This sentence does not start with an uppercase letter