

## Staff Communications Written Exercise

**Candidate:** \_\_\_\_\_ **Sam Sample**

**Date:** \_\_\_\_\_ **4<sup>th</sup> March 2014**

### **Quality of Writing: 2**

**Does it read well?** Yes, text flowed well  
**Grammar?** Good  
**Spelling?** Good

### **Language Pitched at Right Level: 2**

**Suitable for all staff?** Yes, information clear and easy to understand

### **Layout: 2**

**Sensible title?** Yes  
**Laid out into several parts?** Yes - Sections clearly defined  
**Good use of paragraphs?** Yes – good use of headings. Layout varied somewhat with some sections using bullet points and some with centred sub-headings  
**Any prioritisation of order or highlighting key needs e.g. request for new First Aiders?** Order same as in brief, no real prioritisation.  
**Easy to follow?** Yes

### **Quantity: 1**

**Aim for 1 ½ pages** 2 pages produced, but obviously ran out of time. Information was clearly laid out, but could have summarised safe computer use section. Mentioned eye test in computer section, even though this was repeated later on.

### **Accuracy and Detail of Interpretation of Information: 4**

Most of the information given was accurate, however there were some additional details that were not in the original brief eg that the company would be carrying out an assessment of workstations. There was also some strange advice ie when taking a break from the VDU “Change your body shape”.

### **Captured Important Information 2.5**

The key points of the first 3 sections were put across well, however, the First Aider section was essentially missing.

### **Managing the Time: 1**

75% of the task was completed. The missing section was, however, one of the more critical parts as the company needed an actual response from the readers for this part.

**TOTAL SCORE (21 max) : 14.5 Average**

A reasonable performance, the tone of the document served its purpose well and would have been easy to grasp for either a newsletter or notice board. What was completed was generally done well, but as Sam ran out of time, some key points were missing. Could have prioritised the order better so that the key call to action regarding First Aiders appeared earlier. Also needed to be careful not to improvise and add details that were not included in the brief.