

Directions for the Written Assignments

This test contains two constructed-response written assignments. One is a case study, consisting of two charges. The other is a work product. You are to prepare a written response to each based on the assigned topic. Read both assignments before responding to one. You should use your time to plan, write, review, and edit your response to the assignments.

Read both assignments carefully before you begin to write. Think about how you will organize your responses.

Your responses will be scored on the extent to which you effectively communicate a whole message to the specified audience for the stated purpose. You will be assessed on your ability to apply professional knowledge in your response. Your response to the assignment will be evaluated on the basis of the following criteria:

Purpose: The extent to which the response fulfills the assignment

Professional Knowledge: The extent to which the response accurately and effectively applies relevant professional knowledge

Rationale and Support: The extent to which the response provides sound reasoning and relevant, specific support

You are to prepare a written response of approximately 200–300 words to each assignment. Be sure to write about the assigned topic. You may not use any reference materials. Your response must be your original work, written in your own words, and not copied or paraphrased from some other work. Remember to review what you have written and make any changes you think will improve your written response. The final version of your response should conform to the conventions of edited English as used in the United States.