Versant Writing Test

Tutorial Guide

www.VersantTest.com
Welcome to the Versant Writing Test. This accurate and reliable test quickly measures proficiency in English communication in workplace contexts, and includes reading and writing. This test can be used to screen job applicants and employees in corporate and government settings, and teachers and international teaching assistants in higher education settings.

The Versant Writing Test should take approximately 35 minutes to complete. You will need access to a computer connected to the Internet, the Computer Delivered Testing (CDT) software installed, and speakers or headphones connected to your computer.

This Tutorial Guide will lead you through each part of the Versant Writing Test. Before you begin the test, please read this guide to familiarize yourself with the instructions for each section and general Do’s and Don’ts. The test consists of 5 sections (Parts A - E).
Versant Writing Test

Taking a Test

1. Put on headphones or turn on your computer speakers and adjust the volume settings.
2. Enter your Test Identification Number and click “Start” to begin the test.
3. Take the test by responding to the test questions.

*Note: Access to your test score may be locked by your test administrator. If so, please contact your test administrator for further details.
# Versant Writing Test

## Test Overview

<table>
<thead>
<tr>
<th>Part</th>
<th>Item Type</th>
<th>Task</th>
<th>Skill(s) Assessed</th>
<th>Time to Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Typing</td>
<td>See a text on the screen, and type the text exactly as you see it.</td>
<td>Typing Speed and Accuracy</td>
<td>60 seconds</td>
</tr>
<tr>
<td>B</td>
<td>Sentence Completion</td>
<td>See a sentence with a missing word, and type the missing word.</td>
<td>Vocabulary</td>
<td>25 seconds</td>
</tr>
<tr>
<td>C</td>
<td>Dictation</td>
<td>Hear a sentence, and type the sentence word-for-word.</td>
<td>Grammar</td>
<td>25 seconds</td>
</tr>
<tr>
<td>D</td>
<td>Passage Reconstruction</td>
<td>Read a passage on screen and re-write it in your own words.</td>
<td>Grammar and Reading Comprehension</td>
<td>90 seconds</td>
</tr>
<tr>
<td>E</td>
<td>Email Writing</td>
<td>Read a description of a situation, and write an email addressing the issues.</td>
<td>Vocabulary, Voice &amp; Tone, Organization, Grammar, and Reading Comprehension</td>
<td>9 minutes</td>
</tr>
</tbody>
</table>
Part A: Typing

Overview
• You will see a text, and you type the text exactly you see it.
• There is 1 Typing question.

Scores
• This section assesses your Typing Speed and Accuracy.

Instructions
• On the Instruction page, you will see and listen to the instructions and an example.
• Then, the Question page will appear, and you will see the text.
• Once the text appears, you should type the text exactly as you see it. You will have 60 seconds.
• After 60 seconds, a beep will signal the end of the section. If you do not finish in 60 seconds, what you have typed will be saved automatically.

Do’s and Don’ts
• DO pay attention to spelling and punctuation.
• DO write as much of the text as you can.
• DO write in complete sentences.
Part B: Sentence Completion

Overview
- You will see a sentence with a missing word, and you type the word that best fits the meaning of the sentence. You type only one word.
- There are 20 Sentence Completion questions.

Scores
- This section assesses your Vocabulary.

Instructions
- On the Instruction page, you will see and listen to the instructions and an example.
- Then, the Question page will appear, and you will see the first question.
- Type one word in the box that best fits the meaning of the sentence. You will have 25 seconds to type your answer.
- When you have finished typing your answer, you can click “Next” to move on to the next question.
- If you do not finish in 25 seconds, you will hear a beep and what you have typed will be saved automatically and the next question will appear.
- You can see how many questions you have answered and a timer in the upper right hand corner of the screen.
- After you have answered the last question, a beep will signal the end of the section.

Do’s and Don’ts
- DO pay attention to spelling and capitalization.
- DO choose a word that is both appropriate and grammatically accurate.
- DON’T type more than one word.
Part C: Dictation

Overview
• You will hear a sentence spoken, and you type the sentence word-for-word.
• There are 16 Dictation questions.

Scores
• This section assesses your Grammar.

Instructions
• On the Instruction page, you will see and listen to the instructions and an example.
• Then, the Question page will appear, and you will hear the first question. You will hear the question only once.
• Type the sentence exactly as you hear it. You can begin typing as soon as the question begins. You will have 25 seconds to type your answer.
• When you have finished typing your answer, you can click “Next” to move on to the next question.
• If you do not finish in 25 seconds, what you have typed will be saved automatically and the next question will begin.
• You can see how many questions you have answered and a timer in the upper right hand corner of the screen.
• After you have answered the last question, a beep will signal the end of the section.

Do’s and Don’ts
• DO pay attention to spelling, capitalization and punctuation.
Part D: Passage Reconstruction

Overview
• You will read a passage for 30 seconds. Then, the passage will disappear and you reconstruct the passage in your own words.
• There are 4 Passage Reconstruction questions.

Scores
• This section assesses your Grammar and Reading Comprehension.

Instructions
• On the Instruction page, you will see and listen to the instructions and an example.
• Then, the Question page will appear, and you will see the first passage.
• You will have 30 seconds to read the passage. After 30 seconds, the passage will disappear from the screen.
• Then, you should reconstruct the passage. You will have 90 seconds to type your answer.
• When you have finished typing your answer, you can click “Next” to move on to the next question.
• If you do not finish in 90 seconds, you will hear a beep what you have typed will be saved automatically and the next question will appear.
• You can see how many questions you have answered and a timer in the upper right hand corner of the screen.
• After you have answered the last question, a beep will signal the end of the section.

Do’s and Don’ts
• DO pay attention to spelling and punctuation and DO use your own words.
• DO write in complete grammatical sentences.
• DON’T memorize the passage word-for-word or take notes.
• DON’T write a summary (you should include all details).
Part E: Email Writing

Overview
• You will read a description of a situation, and you write an email addressing the issues described in the situation.
• There are 2* Email questions.

Scores
• This section assesses your Vocabulary, Voice & Tone, Organization, Grammar, and Reading Comprehension.

Instructions
• On the Instruction page, you will see and listen to the instructions.
• Then, the Question page will appear, and you see the first situation.
• You will have 9 minutes to read the situation and type an email addressing the issues described in the situation.
• When you have finished typing your answer, you can click “Next” to move on to the next question.
• If you do not finish in 9 minutes, what you have typed will be saved automatically and the next question will begin.
• You can see how many questions you have answered, a timer, and word count in the upper right hand corner of the screen.
• After you have answered the last question, a beep will signal the end of the section.

Do’s and Don’ts
• DO pay attention to spelling and punctuation.
• DO write in complete grammatical sentences.
• DO read the situation carefully and address your email to the right person.
• DO include all 3 themes in your email.
• DO write formerly and at least 100 words.
• DON’T write informally or use texting abbreviations (e.g. ‘you’ = ‘u’).
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*Practice Test*

Get prepared for your Versant Writing Test.

To purchase a practice test, please visit

www.VersantTest.com