

# Basic Letter & Memo Writing

Fifth Edition

## Chapter 1: Effective Communication

# Tests Basic Letter And Memo Writing

**O. Ray Whittington**



## Tests Basic Letter And Memo Writing:

**Tests, Basic Letter and Memo Writing** Susie Van Huss, Vanhuss, 1997-10-03 *Basic Letter and Memo Writing, Tests* Susie H. VanHuss, 1992-01-01 *Basic Letter and Memo Writing* Susie H. VanHuss, 1981 **Technical Communication**

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*The Skills for Life Survey* Joel Williams,Great Britain. Department for Education and Skills,2003 Basic skills tests based on the National Standards for adult basic skills were carried out between June 2002 and May 2003 on a sample of over eight thousand adults normally resident in England The tests were combined with a background questionnaire social survey This report provides many detailed statistics but some of the the main findings are noted below 44 per cent of the respondents achieved Level 2 or above in the literacy assessment but 16 per cent were classified at Entry level 3 In the numeracy test 25 per cent achieved Level 2 or above but 47 per cent were classified at Entry level 3 or below Overall 47 per cent were classified at Entry level 3 or below in either literacy or numeracy and only 18 per cent achieved Level 2 or above for both literacy and numeracy

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