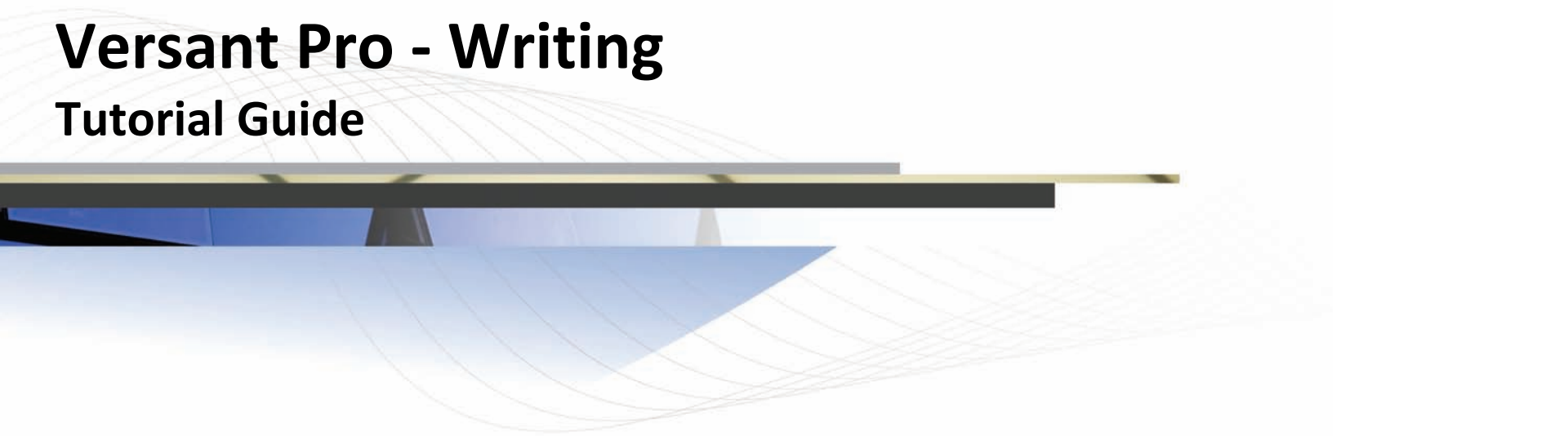


Versant Pro - Writing

Tutorial Guide



www.VersantTest.com



Versant Pro – Writing

Introduction

Welcome to the Versant Pro – 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 Pro – 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 Pro – 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 Pro – Writing

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.
4. Check your score on www.VersantTest.com.*



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

Versant Pro – Writing

Test Overview

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

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.

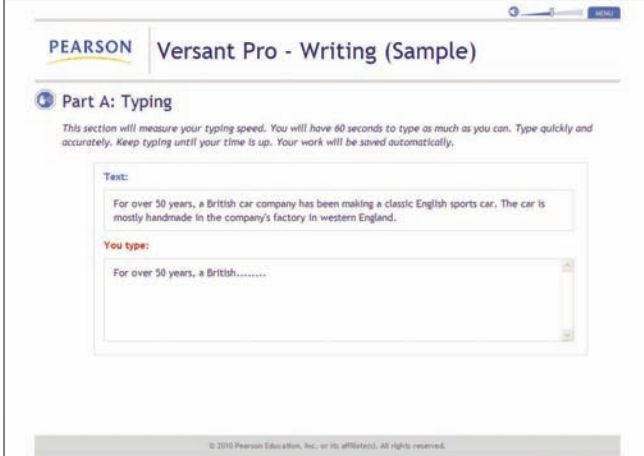
Instructions

- 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.

Instruction Page



PEARSON Versant Pro - Writing (Sample)

Part A: Typing

This section will measure your typing speed. You will have 60 seconds to type as much as you can. Type quickly and accurately. Keep typing until your time is up. Your work will be saved automatically.

Text:

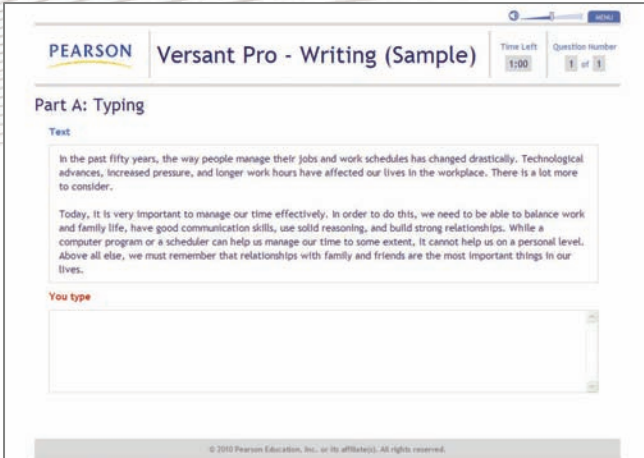
For over 50 years, a British car company has been making a classic English sports car. The car is mostly handmade in the company's factory in western England.

You type:

For over 50 years, a British.....

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Question Page



PEARSON Versant Pro - Writing (Sample) Time Left: 1:00 Question Number: 1 of 1

Part A: Typing

Text

In the past fifty years, the way people manage their jobs and work schedules has changed drastically. Technological advances, increased pressure, and longer work hours have affected our lives in the workplace. There is a lot more to consider.

Today, it is very important to manage our time effectively. In order to do this, we need to be able to balance work and family life, have good communication skills, use solid reasoning, and build strong relationships. Write a computer program or a scheduler can help us manage our time to some extent. It cannot help us on a personal level. Above all else, we must remember that relationships with family and friends are the most important things in our lives.

You type

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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.

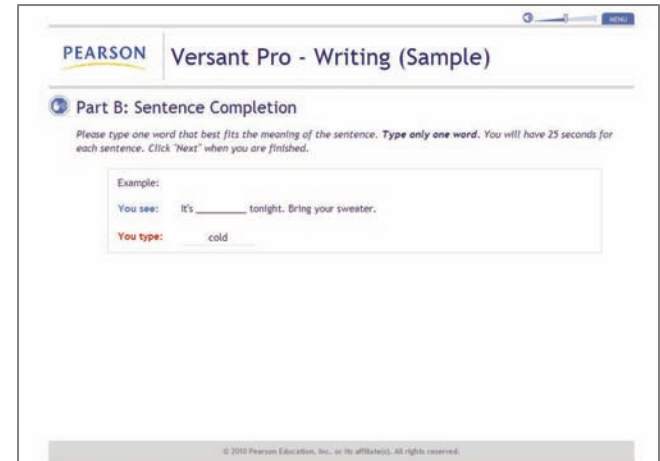
Instructions

- 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.

Instruction Page



PEARSON Versant Pro - Writing (Sample)

Part B: Sentence Completion

Please type one word that best fits the meaning of the sentence. Type only one word. You will have 25 seconds for each sentence. Click "Next" when you are finished.

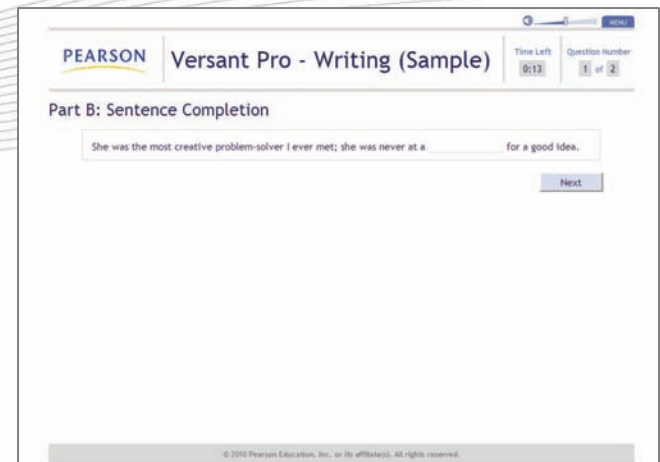
Example:

You see: It's _____ tonight. Bring your sweater.

You type: cold

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Question Page



PEARSON Versant Pro - Writing (Sample)

Time Left: 0:13 Question Number: 1 of 2

Part B: Sentence Completion

She was the most creative problem-solver I ever met; she was never at a _____ for a good idea.

Next

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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.

Instruction Page

Question Page

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.

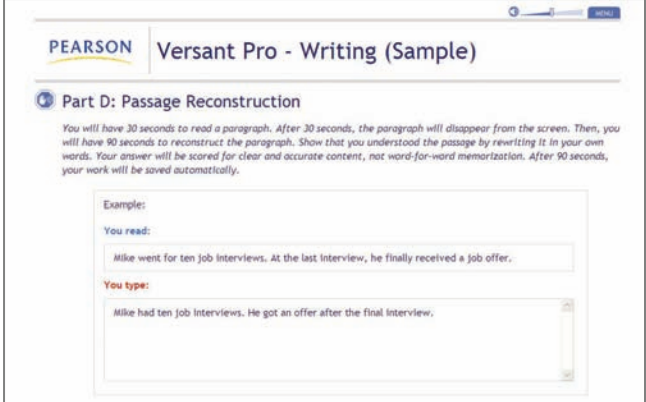
Instructions

- 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).

Instruction Page



Question Page



Question Page



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

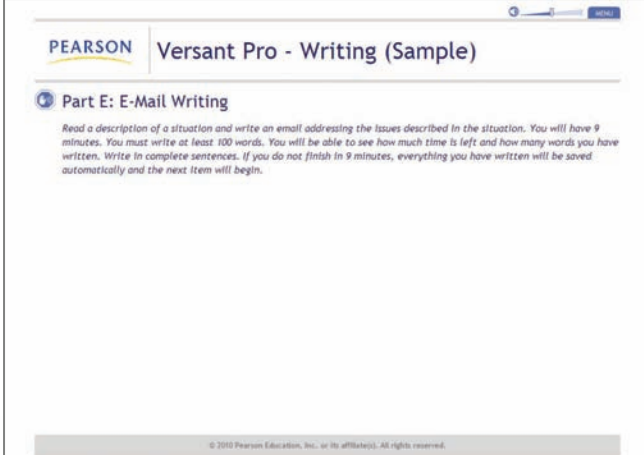
- On the Instruction page, you will see and listen to the instructions.
- Then, the Question page will appear, and you see the first situation.
- You will have 9 minutes to read the situation and type an email addressing the issues described in the situation.
- When you have finished typing your answer, 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 formally and at least 100 words.
- DON’T write informally or use texting abbreviations (e.g. ‘you’ = ‘u’).

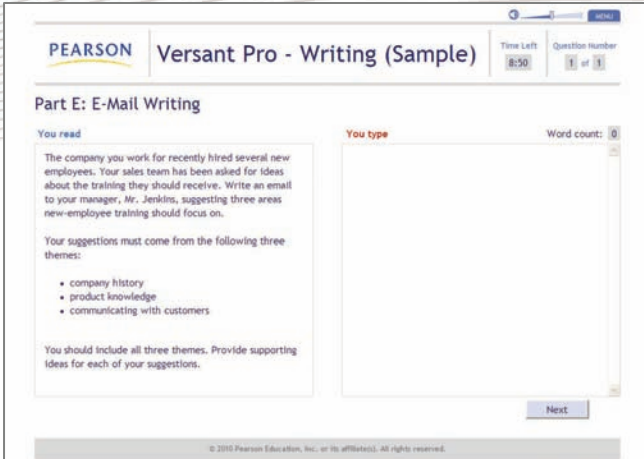
* Depends on the test version.

Instruction Page



The screenshot shows the 'Instruction Page' for 'Versant Pro - Writing (Sample)'. The page title is 'Part E: E-Mail Writing'. Below the title, there is a paragraph of instructions: 'Read a description of a situation and write an email addressing the issues described in the situation. You will have 9 minutes. You must write at least 100 words. You will be able to see how much time is left and how many words you have written. Write in complete sentences. If you do not finish in 9 minutes, everything you have written will be saved automatically and the next item will begin.' At the bottom of the page, there is a copyright notice: '© 2010 Pearson Education, Inc. or its affiliates. All rights reserved.'

Question Page



The screenshot shows the 'Question Page' for 'Versant Pro - Writing (Sample)'. The page title is 'Part E: E-Mail Writing'. In the top right corner, there is a timer showing '8:50' and a question number indicator '1 of 1'. The main content area is divided into two sections: 'You read' and 'You type'. The 'You read' section contains a paragraph: 'The company you work for recently hired several new employees. Your sales team has been asked for ideas about the training they should receive. Write an email to your manager, Mr. Jenkins, suggesting three areas new-employee training should focus on.' Below this paragraph, there is a list of three themes: 'company history', 'product knowledge', and 'communicating with customers'. The 'You type' section is a large text input area. At the bottom right of the input area, there is a 'Next' button. At the bottom of the page, there is a copyright notice: '© 2010 Pearson Education, Inc. or its affiliates. All rights reserved.'

Versant Pro – Writing

Practice Test

Get prepared for your Versant Pro – Writing test.

To purchase a practice test, please visit

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