

Advanced Writing Skills Self-Test

If you answer NO to 1 or more of these questions, then The Training AdvantEdge has a workshop for you.		YES	NO
1.	Are you confident in your ability to write a wide variety of letters such as requesting information, refusing a request, or persuading others to a course of action?		
2.	Do you know the grade level at which you write?		
3.	Are you aware of the nuances of writing “style” or “tone” and when to use various styles or tones appropriately?		
4.	Are your sentences and paragraphs always clear and well-constructed?		
5.	Are you familiar with current e-mail etiquette?		