

## Linguaskill Business Writing

### Writing test advice for the candidate

#### Before the test

- On the Linguaskill website, look at the [Linguaskill Business sample test](#) and read the information on the test, so that you are familiar with the tasks and how to move through the test.
- Practise writing within a time limit so that you know how to manage your time.
- Practise writing online using <https://writeandimprove.com/>
- Make sure you know where the timer and word count functions are.
- Make sure you know how to use the copy and paste buttons.

#### General Advice

- Read the task carefully and consider ways to develop your answer. You might want to ask for a pen and paper to plan your answer or list your ideas.
- Use all the time available (45 minutes) to plan and write your answer.
- There is no maximum word count so try to write as much as you can. This will give you the best chance to show your full language ability.
- Be careful with your typing because there is no spellcheck! If you have some time at the end of the test, read your answer again to check for spelling mistakes, spaces, full stops and capital letters.

#### Advice for the Business report task

- Try to cover all aspects of the task with as much detail as you can and give examples, reasons or explanations where possible.
- Make sure you include some recommendations and explain your reasons for them.
- In addition to writing about the bullet points given in the question, you can include other ideas if you think they are important and relevant to the task.
- Try to link your ideas together so that your writing is logical and easy to follow.
- Write your answer in a style and format that is appropriate for a report. Headings and sub-headings can be used. Avoid using long lists of bullet points in your answer where these will not show that you can link the ideas in them together effectively.
- Where possible use a variety of language (e.g. structures, vocabulary etc.)