DIRECTIONS

This is a test to find out how well you write. The test has three parts: a letter, a report, and a composition. In answering each part, you must take the following steps:

1. Read all the information.
2. Plan carefully what you are going to write.
3. Write your first draft on scrap paper.
4. Read carefully what you have written.
5. Make any changes that will improve your first draft.
6. Check your paragraphing, sentence structure, spelling, punctuation, capitalization, and usage, and make any necessary corrections.
7. Write your final copy on the special answer paper given to you by the teacher. Be sure that the yellow paper is always underneath the white paper as you write.

You will be given as much time as you need to answer the three parts. You may answer the three parts of the test in any order you choose. Work carefully. Double check everything you have written on your final copy. You must hand in the scrap paper along with the white and yellow copies of your answer paper for each part of the test.

DO NOT OPEN THIS TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO.