



Successful Business Writing Online Self-Assessment

Take this optional self-assessment before you begin the Successful Business Writing Online Certificate, and then again after you complete the program.

Question	Not at all	Developing	Proficient
I understand who my audience is before I begin writing.			
My writing is clear and concise.			
I proofread and spell-check my writing.			
I use correct punctuation in my writing.			
I use nouns, verbs, adjectives, and other parts of speech correctly in my writing.			
I don't use run-on or incomplete sentences in my writing.			
I organize the content of my writing to increase my reader's understanding.			

Key

Not at all: I do not implement this best practice.

Developing: I utilize some of the aspects of this best practice or I have attempted to do so and/or am taking steps to incorporate it into my daily routine.

Proficient: I am strong in this best practice and have incorporated it into my daily work and personal life.