



The Institute of
Chartered Accountants
of Pakistan

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Established under the Chartered Accountants Ordinance, 1961 (X of 1961)

CA
PAKISTAN

EXAMINATION GUIDANCE ON WRITING SKILLS TEST

PART OF THE PRESENTATION AND COMMUNICATION SKILLS COURSE

September 27, 2016

Learning outcomes of Test of Writing Skills

S. No	Particulars	Weightage
1	Write Essay on topics generally known to a school leaver	15
2	Write meaningful and effective Précis	10
3	Write business letter on a well explained scenario Write short business report on a well explained scenario	15
	Total	40

General Guidance

- Test would be of 1 hour 15 minutes duration and would carry 40 marks.
- There would be no additional reading time.
- Passing marks would be 20.
- Test would be held quarterly.
- Result of the Test would be announced along with the result of the CAF and Final Stage examinations of the relevant attempt.
- The examinations fee would be Rs. 1,500.
- Candidates applying for admission to the Test would be required to submit a letter of completion of required number of classroom lectures/hours issued by the approved PCSC Provider along with their examination form.

Specific Guidance

ESSAY WRITING

Marks: 15

Word Count: 350

Marking Criteria

- Introduction and conclusion
- Quality of text, use of idioms and phrases
- Language ,vocabulary organization and logical presentation of ideas

Expectations of Examiner

Examinee should be able to:

- Organize thoughts coherently on a variety of topics of general interest. General interest means a topic that does not require any specific technical knowledge,
- Demonstrate planning and brainstorming,
- Follow the standard structure of an essay (introduction-body-conclusion).
- Connect each paragraph to each other through smooth transitions,
- Demonstrate clarity of language and choice of words, and
- Demonstrate familiarity with different styles such as
 - Narrative Essays- Telling a story about a real-life experience
 - Descriptive Essay- More detailed, painting a picture in the readers mind.
 - Argumentative- Pick a stance and logically discuss it

PRÉCIS WRITING

Word Marks: 10

Count: 120-125 words

Passage to be given in the paper – Over 300 words

Expectations of examiner

Examinee should be able to:

- Create an effective summary of the passage in own words, without missing the logical flow and essential information,
- Prepare clear, coherent and correct content,
- Follow the structure (introduction-body-conclusion)
- Prepare intelligible content- such that first time reader is able to get the author's gist,
- Avoid giving personal statements comments, evaluations and additional information.

BUSINESS LETTERS/MEMOS

Marks: 15

Given: A well explained scenario

Expectations of examiner

Examinee should be able to:

- Appreciate the difference among business letters, circulars and memos,
- Demonstrate knowledge of style and format of business letters (General, enquiry, persuasive, follow-up, complaint and covering), Circulars and memos (inclusive agenda, notice of AGM) Employment letters (CV/Resume, job application letter , resignation),
- Follow the format correctly (Correct salutation, introduction, body , appropriate closing off),
- Differentiate in Email writing and letter writing,
- Demonstrate strong language skills (Must avoid verbosity and grammatical errors)
- Follow the 7Cs rules of communication.

BUSINESS REPORTS

Marks Allocated: 15

Given: A well explained scenario

Expectations of Examiner

Examinee should be able to:

- Appreciate the different types of the reports and demonstrate familiarity with different styles (Informative, Periodic, Analytical, Special reports)
- Identify the purpose and type of the report from the given scenario,
- Follow the correct layout/proper presentation and structure,
- Demonstrate formal language skills (avoid causal/jargons),
- Assimilate thoughts and link them effectively using logic to fulfil the purpose required.