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ABILITY TEST REPORT

Spelling, Grammar and Proofreading Test

Feedback for

Sam Sample

viewpoint

About this report

This report gives you feedback on the Spelling, Grammar and Proofreading Test you completed on 17 October 2026. It is written for you, and it is yours to keep. The organisation that invited you to take the test will let you know about the next steps in your application separately.

What the test measured

Three things that come up wherever written work has to be accurate before it goes out:

- Proofreading -- for example, checking a line of a workplace letter and counting every error in it.
- Grammar and usage -- for example, choosing the word or punctuation that correctly completes a sentence.
- Spelling -- for example, choosing the correctly spelt word to complete a workplace sentence.

No specialist or legal knowledge was needed. Every question used everyday workplace English.

What your results suggest

Your result suggests a sound grasp of written English, with most spelling and grammar handled well. The marks that are easiest to gain are on the small things -- a word with a familiar trap, an apostrophe, the second error in a line after the first was found -- and the following page is aimed at exactly those.

Areas to develop

Whatever your result, all three of the things the test measured improve quickly with regular practice on ordinary, everyday material -- you don't need specialist resources to work on them.

The suggestions below are in order, based on your results: the first area is where you are likely to benefit most from further development.

Proofreading. Finding one error makes it tempting to stop looking; treat each line as a fresh check and keep going to the end of it. *Try this:* before you send anything important, leave it for a few minutes, then read it slowly aloud or from the end backwards, one sentence at a time -- it stops your eye from reading what it expects to see.

Grammar and usage. A few quick checks catch most grammar errors: does the verb match its subject, whose is the apostrophe showing, would 'I' or 'me' be right if the other person were left out? *Try this:* pick one rule a week that you are less sure of, find a reliable explanation of it, and look for it in everything you read and write that week.

Spelling. Most spelling mistakes come from a small number of rules and a handful of words each person finds hard. *Try this:* keep a list of the words you have to look up or that a spellchecker has flagged, learn three a week by writing each one out from memory, and notice which rule -- doubling, silent letters, -able or -ible -- each one follows.

These three habits -- learn the words you find hard, check the rules you are less sure of, and keep reading after the first error -- are what accurate written work is built on. They are learned by doing, and they transfer to any role that calls on them. We hope this feedback is useful, and we wish you well with your application.