

## Copy Typing

Please carry out the three minute “The Enchanted Typewriter” test on <http://www.typingtest.com/> and submit a pdf of your results.

## Spelling Test

Please carry out the spelling test and submit your results in pdf format <http://www.kent.ac.uk/careers/tests/spelling.htm>

## Grammar Test

Please correct the errors in the following passage, please mark the corrections in bold red ink and submit the full corrected text:

Even people who spend most of their working day writing to colleagues’, customer’s and prospective customers’ may be unsure about their own grasp of grammar and punctuation. They might not have had an English grammar-lesson for years. And, as a result they feel nervous when they write, or confused when their writing is corrected or rejected for no apparent reason.

But all disciplines’ that communicate in writing need to ensure that their grammar is at an acceptable standard. Incorrect grammar will affect a change in peoples perception of you and your organisation. Remember your marketers’ cannot segment your customers’ by those who are good and those who are bad at grammar... you also don’t know that when you are writing to someone either...but you can try to imagine how it effects them.

Grammar on the Rocks™ is a half-day workshop offered by Illumine Training. It concentrates on what you need to know about grammar - not everything to do with grammar. Its a workshop that has been developed to boost confidence and knowledge without making you feel mediocre.

It also guides you through the main punctuation marks and their uses. There are lots of exercises along the way to test your new-found knowledge. The workshop covers:

- A refresher: nouns, verbs, adjectives, adverbs, prepositions and pronouns
- Must know grammar: apostrophes, plurals, subject-verb agreement, verbal gerbil
- Nice to know: colon, semicolon, punctuation of lists, was/were, I/me/myself, which/that/who/whom, hyphens, and/but, ellipsis, full stops with quotes
- Some finer points: prepositions and split infinitives

## **Internet Research**

Please take no more than fifteen minutes on this test.

Please supply, in Excel format suitable for using for a mail merge, the names and addresses of up to ten builders in York, UK. Where possible please also supply the name of the owner of the business. Where this is not available tell me how you would normally locate this information.

## **Call Answering**

Please tell me in no more than 300 words what is the difference between call answering and call handling in your opinion.

Please also supply a phone number and suitable time when we could call you to test call answering. You will be supplied with a company brief in advance of the call.

## **Transcription**

Please transcribe the attached audio file, submit your completed document and your time sheet showing how much time was taken.

## **Websites, Facebook Pages, Blogs, Newsletters**

Where you have stated experience of these please supply a list of sites that you have created, samples of newsletters and blogs that you have either designed or written.

## **References**

Please supply any references you feel are relevant to your application, and please indicate whether you would be happy for us to contact them should your application be successful.

## **Why do you want to work with our team?**

Please tell me in no more than 300 words why you would like to work as part of our team.

## **Submission**

Please send all your submissions to [applications@teamhlsbs.co.uk](mailto:applications@teamhlsbs.co.uk)