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## **The Level of Writing Skills of BS Office Administration Second Year Students in Camarines Sur Polytechnic Colleges, Philippines**

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**ABSTRACT** This study assessed the writing skills of second-year Bachelor of Science in Office Administration (BSOA-2) students enrolled in Business Report Writing and Business Communication courses at Camarines Sur Polytechnic Colleges. A descriptive research design was used to examine students' writing performance in terms of organisation, formatting, referencing, and development of ideas, as well as the writing difficulties they encountered and their awareness of written report rubric criteria. 60 BSOA-2 students participated in the study, with data gathered through questionnaires and writing assessment rubrics. Results showed that students demonstrated an intermediate level of writing skills, with common difficulties in sentence structure, idea development, and grammatical accuracy. Students were found to be moderately aware of writing standards and rubric criteria. Based on the findings, instructional modules were developed to enhance students' business writing and communication skills.