



At this Benchmark, I can:

- write short, simple to moderately complex texts
- write paragraphs with a main idea and some supporting detail
- write with good control of simple grammar and adequate control of spelling and punctuation

Interacting with Others

- Write 1-paragraph formal or informal personal messages for social purposes.

For example:

- a note to accept an invitation
- an email telling someone how I feel
- a letter about what is new in my life

Reproducing Information

- Take messages or notes with 5-7 details while listening to something.

For example:

- notes from a live or pre-recorded telephone message or information line

- Make a list of important points after reading a page of information.

For example:

- notes from advertising flyers with information about a product's features, prices, and retail locations

When:

- I write for familiar people
- the topic is familiar and related to my life experience

Getting Things Done

- Write short business messages (3-5 sentences) to get things done or for services needed in my personal life.

For example:

- a letter or email to an insurance company to cancel a policy

- Complete detailed forms with 20-30 items.

For example:

- an application form for a car rental

Sharing Information

- Write 1 paragraph to describe a person, object, routine, or a sequence of events.

For example:

- a short accident report
- a paragraph for a class newsletter to inform them about a new or useful service in the community

