



## Profile of Ability

### The writer can:

Write basic personal identification information and a small number of familiar words and simple phrases related to immediate needs.

### When the communication is:

- Limited to letters, numbers, single familiar words, and short familiar phrases
- Intended for a highly supportive and familiar reader
- Very short
- In non-demanding contexts

### Demonstrating these strengths and limitations:

- Very limited knowledge of the language and limited exposure to sound-symbol relationships
- Extremely limited vocabulary
- Very little ability to use simple structures
- Very little awareness of basic spelling, punctuation and capitalization conventions
- Extreme difficulty communicating even the most simple facts or ideas

## I. Interacting with Others

- Convey greetings or other goodwill messages by completing cards or other very short, simple standard texts.

[Messages are a few words in length, addressed to a familiar person and related to a personally relevant situation.]

- Completes a standard greeting card or message with simple and minimum information.
- Completes a message with an appropriate salutation (such as *hi, hello, dear, to*) and closing (such as *from, regards, love*).
- Addresses message for sending.
- Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Task

Complete a standard greeting card or e-card for a friend's, family member's, classmate's, or co-worker's special occasion. Address the envelope or email.

## II. Reproducing Information

- Copy numbers, letters, words, short phrases or sentences from simple lists or very short passages, for personal use or to complete short tasks.

[Texts to copy are 2 to 3 sentences in length, have clear layout and basic everyday information; lists have about 5 to 10 items.]

- Copies letters, numbers, words and short sentences, including capitalization and punctuation.
- Follows standard Canadian conventions and styles when copying addresses and phone numbers.
- Copies text legibly; reader may still have difficulties decoding some letters and numbers.
- Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Tasks

Copy information from an identification document onto a form.

Copy information from an appointment reminder card (such as a dentist or hairdresser) onto a personal calendar.

Make a list of phone numbers for own use.

In a language class, copy words from a picture dictionary into a guided text.



# Writing – Benchmark 1

## III. Getting Things Done

- Complete very short, simple or simplified forms that require only basic personal identification information.  
[Forms contain up to about 5 personal identification items and have clear labels and areas in which to write.]
  - Includes the required basic information.
  - Writes basic personal information in appropriate sections.
  - Follows some conventions for addresses, telephone numbers, etc.
  - Writes legibly.
  - Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Tasks

Fill out the personal identification area of a simple change-of-address form with a few details (such as date, first and last name, address, postal code, phone number, and date of birth).

Fill out the personal identification area of an application to join a language class or apply for a job (with assistance from an employer, administrative assistant, or instructor).

## IV. Sharing Information

- Write a few words to complete a short, guided text or answer simple questions to describe a personal situation.  
[Text to complete is about 3 to 5 sentences.]
  - Writes a few personal and familiar details.
  - Writes legibly.
  - Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Tasks

In a language class, complete a simple guided writing text about self by filling in blanks. (*My name is \_\_\_\_\_. I am \_\_\_\_\_. I am from \_\_\_\_\_. I have \_\_\_\_\_.*)

Write answers to simple questions about immediate needs with assistance from a family member or settlement worker.