



Profile of Ability

The writer can:

Write short, simple to moderately complex descriptions, narrations and communications about familiar, concrete topics related to daily life and experience.

When the communication is:

- On a familiar and personally relevant topic
- Intended for a familiar audience
- Relatively short
- In moderately demanding contexts

Demonstrating these strengths and limitations:

- Adequate paragraph structure with a main idea and some supporting details
- Adequate use of connective words and phrases
- Adequate range of vocabulary for most simple everyday texts
- Good control of simple structures
- Difficulty with complex structures
- Adequate control of spelling, punctuation and format
- Some awkward-sounding phrases and word combinations
- Able to communicate some moderately complex messages

I. Interacting with Others

- Convey personal messages in short, formal and informal correspondence for a range of everyday social purposes (such as expressing or responding to invitations and feelings, or providing quick updates).

[Message is about 1 paragraph related to everyday experience.]

- Conveys the intended meaning.
- Uses language and content appropriate and relevant to the situation.
- Expresses main ideas and supports them in some detail.
- Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Write a formal invitation for a group function (such as a company picnic, BBQ or potluck).

Write a letter or email to a friend to describe feelings about a new home town, English class or job.

Write a short personal journal to share with a teacher or class.

II. Reproducing Information

- Reduce short, factual, oral discourse (such as live or recorded phone messages or pre-recorded public information lines) to notes or messages.

[Oral discourse is short, with about 5 to 7 details.]

- Reduce a page of information to a list of important details.
- [Information is personally relevant; clear layout.]
- Includes important points with accurate details.
 - Conveys a clear message.
 - Records details (such as names, addresses, numbers, dates, times and directions) legibly, with correct spelling and other standard conventions of capitalization and punctuation.
 - Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Take notes from a pre-recorded telephone message (such as a company message about job openings, a message about a store's location and hours of operation, or a message detailing a bus or train schedule). Include details for personal use.

Take notes from an advertising flyer on products, features, prices and retail locations to inform shopping decisions.



Writing – Benchmark 5

III. Getting Things Done

- Write short business or service correspondence for routine personal needs.
[Writing is about 1 paragraph.]
 - Conveys a sense of audience in language and format.
 - Conveys the message clearly.
- Complete forms requiring detailed personal information.
[Forms have about 20 to 30 items.]
 - Identifies purpose of the form and completes it with all the required information.
 - Spells and uses punctuation, capitalization, dates and numbers (and their abbreviations) correctly.
 - Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Write a note to an insurance company to cancel or change a policy and to request a refund.

Fill out an application form for a car rental or driver's license.

Fill out an accident report form at work.

IV. Sharing Information

- Write a paragraph to relate a familiar sequence of events, description of a person, object or routine.
 - Addresses the purpose of the task.
 - Expresses a main idea and supports it with details.
 - Provides introduction, development, and conclusion in an adequate paragraph structure.
 - Provides accurate descriptions or accounts of events.
 - Provides adequate explanations where necessary.
 - Uses appropriate connective words.
 - Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Write a paragraph to report a factual event or incident, such as an accident, a workplace incident or a burglary.

Write a paragraph for a class newsletter to inform readers about a new or useful service in the community (such as a new language class, community centre, childcare centre or food bank).