



Profile of Ability

The writer can:

Write short, moderately complex descriptions, narrations and communications about familiar, concrete topics relevant to personal interests 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 clearly expressed main ideas and some supporting details
- Appropriate use of connective words and phrases
- Good range of vocabulary for simple everyday texts
- Good control of simple structures
- Developing control of complex structures
- Adequate control of spelling, punctuation and format
- Some awkward-sounding phrases and word combinations
- Content and language are sometimes not appropriate for the audience
- Uses a limited range of natural idiomatic language, cultural references and figures of speech appropriate to the context
- Able to communicate an increasing range of moderately complex messages

I. Interacting with Others

- Convey personal messages in short, formal, and informal correspondence for an expanding range of everyday social purposes (such as expressing congratulations, thanks, apologies, or offering assistance).

[Message is about 1 or 2 paragraphs, for a familiar audience, and related to everyday experience.]

- Conveys the intended meaning.
- Uses language and content appropriate and relevant to the situation.
- Expresses main ideas and supports them with some detail.
- Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

Sample Tasks

Write a personal message to cancel an appointment. Express inability to keep the appointment, disappointment, and offer an apology.

Write a personal message to thank someone for a special gesture or to congratulate a friend who has just had a baby.

Write a letter or email of appreciation to a teacher or colleague who has provided support.

II. Reproducing Information

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

[Phone messages have about 7 or 8 details and presentations are about 10 minutes, about personally relevant topics.]

- Reduce a page of information to an outline or summary. [Topic is of personal relevance and may be related to a specialized field.]

- Takes notes and reduces written or oral information to important points with accurate details.
- Writes messages with accurate details for others.
- Uses common conventions such as point form.
- Records details (such as names, addresses, dates, times and directions) legibly and with correct spelling, capitalization and punctuation.
- Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

Sample Tasks

Take notes from a website about a procedure (such as how to get a driver's license, apply for college, or allergy-proof a home). Summarize key information for personal use.

Take notes from a short information session about a college program to share with a friend.

Take notes in a workplace preparation course during a brief presentation on interview tips.



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III. Getting Things Done

- Write short business or service correspondence for routine purposes.

[Writing is about 1 paragraph.]

- Conveys a sense of audience in language and format.
- Conveys the intended message.

- Complete forms requiring detailed personal information.

[Forms have about 30 to 40 items.]

- Identifies purpose of 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 6, as listed in the Profile of Ability.

Sample Tasks

Write to inform a company that a product did not work and ask for a refund.

Write a message to accompany a job application form. Express a desire for the job, provide contact details, and refer the reader to the attached application form.

Write an email to a supervisor asking permission to work from home next week.

Fill out a job application form or complete a medical history form.

IV. Sharing Information

- Write 1 or 2 connected paragraphs to relate a familiar sequence of events, a story, a detailed description, or a comparison of people, things, routines or simple procedures.

- Addresses the purpose of the task.
- Expresses main ideas and supports them with details.
- Provides introduction, development and conclusion in adequate paragraph structure.
- Provides accurate descriptions, comparisons or accounts of events in a clear sequence.
- Uses appropriate connective words and phrases.
- Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

Sample Tasks

Write a description of a process, such as applying for an academic program or a job.

Write a description of the impact that a significant person has had.

Write a comparison of a company's services with those of a leading competitor.