At this Benchmark, I can:

- write simple sentences and short, simple paragraphs
- use capital letters and simple punctuation

When:

- the topic is familiar
- I write for a familiar person

Interacting with Others

■ Write a short social message (up to 1 paragraph) to someone I know.

For example:
- an email to a friend to talk about my vacation
- a thank-you note to my supervisor

Getting Things Done

■ Complete simple forms with 15-20 items.

For example:
- an application form for pre-authorized payments

■ Write short, simple messages to get things done.

For example:
- an email to my supervisor to ask for a day off (including a reason)

Reproducing Information

■ Copy short, simple paragraphs.

For example:
- information about 2 products to decide which one is better
- definitions from 2-3 different dictionaries

Sharing Information

■ Write 1 paragraph describing something familiar to me.

For example:
- a description of my plans for next summer
- a description of my new home

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