



**At this Benchmark, I can:**

- write short, moderately complex texts
- write paragraphs with clearly expressed main ideas and some supporting details
- write with good control of simple grammar and adequate control of spelling and punctuation

**When:**

- I write for familiar people
- the topic is familiar and related to my own interests and experiences

**Interacting with Others**

- Write 1- to 2-paragraph formal or informal personal messages for social purposes.

*For example:*

- a memo congratulating or thanking someone
- a note to make an apology
- an e-mail offering to help someone

**Getting Things Done**

- Write short business messages (up to 1 paragraph) to get things done or for services needed for everyday life.

*For example:*

- a letter to ask a company for a refund for a product that didn't work

- Complete detailed forms with 30-40 items.

*For example:*

- a job application form

**Reproducing Information**

- Take messages or notes with 7-8 details while listening to something.

*For example:*

- notes from a podcast or short presentation

- Make an outline or summary after reading a page of information.

*For example:*

- notes from a website about a procedure

**Sharing Information**

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

*For example:*

- a description of daily routines at work
- a comparison of 2 job applicants

