



## At this Benchmark, I can:

- write clear, moderately complex texts
- write well-organized paragraphs with clearly expressed main ideas and adequate supporting details
- write with good control of simple grammar, spelling, and punctuation
- write with adequate control of complex structures

### Interacting with Others

- Write formal and informal messages (about 2-3 paragraphs) for a range of social purposes.

*For example:*

- an email to show or respond to appreciation
- a letter to make or respond to a complaint
- a note to express disappointment or satisfaction

### Reproducing Information

- Reduce oral information (e.g., in a live demonstration or from audio or video material) into notes to write instructions.

*For example:*

- notes from a detailed phone message at work

- Make an outline or summary after reading up to about 2 pages of information.

*For example:*

- an outline of a sequence of events in a historical text

## When:

- I write for familiar people or organizations
- the topic is related to my own experience

### Getting Things Done

- Write business messages (up to about 2 paragraphs long) for a range of routine and less routine purposes.

*For example:*

- a memo to pass on information or concerns
- a report to make recommendations or warnings

- Complete detailed forms with about 40 items and some written responses to questions.

*For example:*

- an incident report form

### Sharing Information

- Write 2 or 3 connected paragraphs to describe a sequence of events, make a comparison, or provide a detailed description of a person, system, routine or procedure.

*For example:*

- the procedure for becoming a Canadian citizen
- a comparison of the education system of 2 countries for an academic preparation course

