



At this Benchmark, I can:

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

When:

- I write for a familiar or clearly defined audience
- the topic is related to my own experiences or ideas

Interacting with Others

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

For example:

- a memo clarifying a conflict
- an email giving reassurance

Getting Things Done

- Write for many purposes to communicate at work, with businesses, or with places providing a service.

For example:

- a report documenting work done
 - a memo indicating a problem
 - a letter requesting a change
- Complete and provide written responses in a range of detailed forms with over 40 items.

For example:

- lengthy paper-based or online job application forms

Reproducing Information

- Listen and take notes to prepare for writing instructions about established procedures.

For example:

- detailed notes of a recipe presented during a cooking show

- Make an outline or summary of a text that is up to 2 pages long.

For example:

- a summary of the main ideas in a text

Sharing Information

- Write 3-4 connected paragraphs to discuss a historical event, provide a detailed description of a phenomenon, explain a procedure, or express and analyze opinions on a familiar abstract topic.

For example:

- an essay for an entrance exam to a post-secondary institution
- Write 1 paragraph to explain information presented in a table, graph, flow chart or diagram.
- For example:*
- a paragraph describing information in a statistical table listing average incomes of Canadians by family type

