Canadian Language Benchmarks

Can Do Statements



Benchmark

# At this Benchmark, I can:

- write formal and informal texts of some complexity
- write with adequate organization of ideas and development of topics
- write with good control of a range of complex and diverse structures

# When:

- the audience is defined
- the topic is abstract or unfamiliar and may require research

# Interacting with Others

Convey a range of personal and business messages in semi-formal or formal correspondence with a sense of audience, formality, and language appropriate to the occasion, intent, and context.

### For example:

a letter to a business acquaintance requesting assistance with a job search

# **Getting Things Done**

Write business or service correspondence for a broad range of purposes (may require diplomacy).

#### For example:

- letters to make and respond to requests for information, services, or products
- Write short reports and memos to convey requests, suggestions, recommendations, and updates.

#### For example:

- a report to update a supervisor or academic advisor on work in progress
- Complete extensive, complex forms and documents with pre-set formats.

# **Reproducing Information**

Reduce complex information and ideas from multiple sources into functional notes, outlines, or summaries for personal use or for defined audiences.

### For example:

- minutes of a meeting
- notes from a 30-minute lecture or presentation
- summary report of a product field test

### Sharing Information

Write coherent texts (such as essays, reports, or narratives) to relate events from the past, to describe and compare complex ideas, phenomena, or processes, or to express and analyze opinions.

### For example:

- a personal response essay to a short story, movie or work of art. Articulate a theme revealed in the work and a response to the theme. Support the interpretation with examples.
- a short fictional story

The Can Do Statements are intended to help learners understand the Canadian Language Benchmark levels; they are not intended for assessment purposes.

For the Canadian Language Benchmark Online Self-Assessment, visit <u>www.CLB-OSA.ca</u>.

For further details on the Canadian Language Benchmarks, consult the CLB document, available online at <u>www.language.ca</u> The Can Do Statements were developed with support from the Province of Manitoba and the Government of Canada.

