



## 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

