



### At this Benchmark, I can:

- write complex formal and informal texts
- write with clear 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 an expanding 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 formal letter of resignation to a committee
- a formal letter of acceptance for an award, scholarship or contract
- a formal letter of apology

#### Getting Things Done

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

*For example:*

- letters to express and respond to complaints, claims, or adjustments

- Write semi-formal reports and proposals.

*For example:*

- a proposal to recommend a new or adapted procedure

- Complete complex forms and documents with pre-set formats.

*For example:*

- a work contract using standard legal forms

#### Reproducing Information

- Reduce complex, extensive information and ideas from multiple sources into an accurate outline, summary, or abstract, suitable for other people's use.

*For example:*

- a summary of a complex meeting for distribution to meeting participants

#### Sharing Information

- Write effective, stylistically complex, and lengthy texts on previously researched topics.

*For example:*

- a research report for an academic course
- a literature review
- a workplace report to present a problem, analyze options for various solutions and present preferred solution

