Canadian Language Benchmarks
Can Do Statements

Writing
Benchmark 11

At this Benchmark, I can:

- write complex formal and informal texts
- write with coherent synthesis of extensive complex information from multiple sources
- write with very good control of a broad range of complex and diverse structures

When:

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

Interacting with Others

■ Convey an expanded 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 to recommend a person for an internship or apprenticeship
- a letter to introduce and promote a new product or service to potential customers

Getting Things Done

■ Write business or service correspondence for a broad range of purposes and for external use.

For example:
- professional sales and marketing letters

■ Write formal business reports, requests for proposals and formal proposals.

For example:
- an investigative report to present facts

■ Create forms and other materials with pre-set formats to collect and record complex information.

For example:
- a complex form using an online survey application

Reproducing Information

■ Reduce and synthesize very complex and extensive information from multiple sources into a variety of formats (such as point-form notes, minutes, outlines, summaries, reports, abstracts, or charts).

For example:
- an executive summary of a longer report or study

Sharing Information

■ Write effective, stylistically complex texts (such as expository or argument essays, inquiry papers, problem-solution papers or analytic reports) on previously researched topics.

For example:
- a detailed report on the effect of specific changes in a government policy
- an inquiry essay that analyzes information from various sources in order to articulate a position

Centre for Canadian Language Benchmarks | Centre des niveaux de compétence linguistique canadiens