



At this Benchmark, I can:

- write complex formal and informal texts for a full range of purposes, intentions, and objectives
- 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 diverse and defined or undefined
- the topic is unfamiliar, highly abstract or specialized, and may require research

Interacting with Others

- Convey a range of communication that synthesizes complex propositions to foster goodwill toward a company, initiative, campaign, or political or social entity in a quality, tone and style suitable for publication.

For example:

- an evaluation report to shareholders explaining the reasons behind a take-over bid

Getting Things Done

- Write highly specialized, complex formal correspondence and documents (such as external correspondence, formal proposals, procedures, training materials or public reports).

For example:

- an external evaluation report about a large project
- a policy or procedure manual at work

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 abstract, including a chart, of an extensive statistical report

- Evaluate, revise and edit summaries and other reduced forms of very complex and extensive information by other writers (such as point-form notes, minutes, outlines, précis, reports, abstracts or charts).

For example:

- edit an executive summary of a longer report

Sharing Information

- Write effective and stylistically polished texts (such as essays, reports, articles, or theses) to inform, convince, and persuade others.

For example:

- a thesis or research paper for a peer-reviewed journal

- Evaluate, revise and edit information for public use.

For example:

- promotional material for a campaign or project
- a thesis, dissertation, or research paper for a peer-reviewed journal

