



Profile of Ability

The writer can:

Write basic personal identification information and a small number of familiar words and simple phrases related to immediate needs.

When the communication is:

- Limited to letters, numbers, single familiar words, and short familiar phrases
- Intended for a highly supportive and familiar reader
- Very short
- In non-demanding contexts

Demonstrating these strengths and limitations:

- Very limited knowledge of the language and limited exposure to sound-symbol relationships
- Extremely limited vocabulary
- Very little ability to use simple structures
- Very little awareness of basic spelling, punctuation and capitalization conventions
- Extreme difficulty communicating even the most simple facts or ideas

I. Interacting with Others

- Convey greetings or other goodwill messages by completing cards or other very short, simple standard texts.

[Messages are a few words in length, addressed to a familiar person and related to a personally relevant situation.]

- Completes a standard greeting card or message with simple and minimum information.
- Completes a message with an appropriate salutation (such as *hi, hello, dear, to*) and closing (such as *from, regards, love*).
- Addresses message for sending.
- Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

Sample Task

Complete a standard greeting card or e-card for a friend's, family member's, classmate's, or co-worker's special occasion. Address the envelope or email.

II. Reproducing Information

- Copy numbers, letters, words, short phrases or sentences from simple lists or very short passages, for personal use or to complete short tasks.

[Texts to copy are 2 to 3 sentences in length, have clear layout and basic everyday information; lists have about 5 to 10 items.]

- Copies letters, numbers, words and short sentences, including capitalization and punctuation.
- Follows standard Canadian conventions and styles when copying addresses and phone numbers.
- Copies text legibly; reader may still have difficulties decoding some letters and numbers.
- Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

Sample Tasks

Copy information from an identification document onto a form.

Copy information from an appointment reminder card (such as a dentist or hairdresser) onto a personal calendar.

Make a list of phone numbers for own use.

In a language class, copy words from a picture dictionary into a guided text.