



# Writing – Benchmark 1

## III. Getting Things Done

- Complete very short, simple or simplified forms that require only basic personal identification information.  
[Forms contain up to about 5 personal identification items and have clear labels and areas in which to write.]
  - Includes the required basic information.
  - Writes basic personal information in appropriate sections.
  - Follows some conventions for addresses, telephone numbers, etc.
  - Writes legibly.
  - Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Tasks

Fill out the personal identification area of a simple change-of-address form with a few details (such as date, first and last name, address, postal code, phone number, and date of birth).

Fill out the personal identification area of an application to join a language class or apply for a job (with assistance from an employer, administrative assistant, or instructor).

## IV. Sharing Information

- Write a few words to complete a short, guided text or answer simple questions to describe a personal situation.  
[Text to complete is about 3 to 5 sentences.]
  - Writes a few personal and familiar details.
  - Writes legibly.
  - Demonstrates strengths and limitations typical of Writing Benchmark 1, as listed in the Profile of Ability.

### Sample Tasks

In a language class, complete a simple guided writing text about self by filling in blanks. (*My name is \_\_\_\_\_. I am \_\_\_\_\_. I am from \_\_\_\_\_. I have \_\_\_\_\_.*)

Write answers to simple questions about immediate needs with assistance from a family member or settlement worker.