



Profile of Ability

The writer can:

Write basic personal identification information, words, simple phrases, and a few simple sentences about highly familiar information related to immediate needs.

When the communication is:

- Limited to everyday words and phrases
- Intended for a highly supportive and familiar reader
- Very short
- In non-demanding contexts

Demonstrating these strengths and limitations:

- Limited knowledge of the language and limited exposure to sound-symbol relationships
- Very limited vocabulary
- Some initial ability to use simple structures
- Some initial awareness of basic spelling, punctuation and capitalization conventions
- Difficulty with word order and word forms greatly interferes with comprehensibility
- Difficulty communicating simple facts and ideas

I. Interacting with Others

- Convey an expanding range of goodwill messages (such as thanks, apologies, congratulations, get well wishes, goodbyes, and sympathy) by means of standard cards or guided notes.

[Messages are a few words or short phrases, addressed to a familiar person and related to personally relevant situations.]

- Completes a standard greeting card or message with simple information.
- Uses adequate spelling and punctuation.
- Demonstrates strengths and limitations typical of Writing Benchmark 2, as listed in the Profile of Ability.

Sample Tasks

Complete a short message with appropriate phrases to thank a classmate, congratulate a co-worker, or wish a friend well (with assistance from another person or by referring to an example message).

Write a 1-clause message to comment on a friend's newly posted picture on a social networking site.

II. Reproducing Information

- Copy a range of information, from simple lists or very short passages, for personal use or to complete short tasks.

[Texts to copy are 3 to 5 sentences, have clear layout, and basic everyday information; lists have about 10 to 15 items.]

- Copies letters, numbers, words, and sentences with correct 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.
- Copies text with no major omissions and only occasional copying mistakes.
- Demonstrates strengths and limitations typical of Writing Benchmark 2, as listed in the Profile of Ability.

Sample Tasks

Copy names, addresses, and phone numbers from a telephone directory (either print or online).

Copy selected information from signs and simple schedules (such as hours of operation of a store, or a work schedule) for personal use.

Copy the company name, address, application deadline, and contact information from a simple job ad.

Copy emergency fire instructions posted in a building.