



Writing – Benchmark 2

III. Getting Things Done

- Complete short, simple or simplified forms that require only basic personal identification or familiar information.

[Forms contain up to about 10 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.
- Follows some basic spelling conventions.
- Writes legibly.
- Demonstrates strengths and limitations typical of Writing Benchmark 2, as listed in the Profile of Ability.

Sample Tasks

Fill out the personal identification section of a simple online form to set up an email account.

Complete the personal identification sections of an application form for an apartment rental or job benefits.

Fill out an application for a newspaper or magazine subscription.

IV. Sharing Information

- Write a few words to complete a short, guided text or answer simple questions to describe a personal situation.

[Texts to complete are about 5 to 7 sentences.]

- Writes personal details in response to a few short questions.
- Follows some spelling and punctuation conventions.
- Writes legibly.
- Demonstrates strengths and limitations typical of Writing Benchmark 2, as listed in the Profile of Ability.

Sample Tasks

Write simple (1 line) descriptions to accompany family photographs that are in an album or online in a photo-sharing application.

Write simple (1 line) responses to basic questions from a family member or co-worker in text messages. (*I am at work. I am shopping.*)

In a language class, write a few short personal sentences in response to question prompts.