



Profile of Ability

The writer can:

Write simple sentences about familiar information related to personal experiences and everyday situations.

When the communication is:

- Grammatically and lexically simple
- Intended for a supportive and familiar reader
- Short
- In non-demanding contexts

Demonstrating these strengths and limitations:

- Developing knowledge of the language and exposure to sound-symbol relationships
- Developing range of simple everyday vocabulary
- Developing control of simple structures
- Developing control of spelling, punctuation and capitalization
- Difficulty with word order and word forms interferes with comprehensibility
- Some difficulty communicating a simple message

I. Interacting with Others

- Convey short, personal and informal social messages on topics related to familiar everyday situations (such as invitations, thanks, updates, cancellations and apologies).

[Messages are a few short sentences addressed to a familiar person and related to personally relevant situations.]

- Conveys the message; reader may have to guess or make inferences to follow completely.
- Uses language and content that are appropriate to the intent of the message and the social context.
- Describes time and location (where needed).
- Describes some feelings appropriate to the occasion.
- Demonstrates strengths and limitations typical of Writing Benchmark 3, as listed in the Profile of Ability.

Sample Tasks

Write a note to a neighbour before going on vacation. Include a contact address, timelines, and emergency contact information.

Write a short email to invite a friend to lunch. Include details about the time and location.

Write a simple message to a friend on a social networking site.

Write a short sympathy or get-well message to a friend or co-worker.

II. Reproducing Information

- Copy or record a range of information from short texts for personal use.

[Texts to copy are up to about 1 paragraph and have a clear layout; can include passages, directories, schedules, instructions, and dictionaries.]

- Copies or records letters, numbers, words and sentences with correct capitalization and punctuation.
- Follows standard Canadian conventions for capitalization, punctuation and other requirements of the genre.
- Copies text legibly, causing only slight uncertainty in decoding for the reader.
- Copies text with no major omissions and only occasional copying mistakes.
- Demonstrates strengths and limitations typical of Writing Benchmark 3, as listed in the Profile of Ability.

Sample Tasks

Copy from a dictionary 3 different definitions for the same word to learn the meanings.

Copy instructions (such as a short recipe, public transit directions, or instructions for a job application) from a website.

Copy a work schedule for personal use.

Copy product information to prepare an order for a customer.

Copy a child's school timetable into a day planner for personal use.