



Writing – Benchmark 3

III. Getting Things Done

- Complete short, simple forms that require basic personal or familiar information and some responses to simple questions.
[Forms contain about 12 to 15 items, and have clear labels and areas in which to write.]
 - Includes the required basic information with no major omissions.
 - Follows appropriate conventions for addresses, telephone numbers, etc.
 - Follows most spelling conventions.
 - Writes legibly.
- Write short, simple business or service messages.
[Messages are about 5 sentences.]
 - Conveys the message, although a reader might have some difficulty following.
 - Uses language and content that are appropriate to the intent and social context.
 - Demonstrates strengths and limitations typical of Writing Benchmark 3, as listed in the Profile of Ability.

Sample Tasks

Fill out an emergency information form for an employer, a school, or a summer camp.

Write a short note telling a colleague to turn off the light and lock the door when he/she is leaving.

Complete an organ donor card to keep in a wallet.

IV. Sharing Information

- Write a few sentences to describe a familiar person, object, place, situation or event.
[Writing is up to about 5 sentences.]
 - Uses a few connected sentences.
 - Follows most spelling and punctuation conventions.
 - Provides adequate descriptions, though a reader may have some difficulty following the message.
 - Describes likes and dislikes relevant to the topic.
 - Demonstrates strengths and limitations typical of Writing Benchmark 3, as listed in the Profile of Ability.

Sample Tasks

Write a short description of a family member.

Write a few sentences about a family event or occasion to accompany a picture on a social networking site.

Write about a special place.

Write about a daily work routine.