



Profile of Ability

The writer can:

Write short, simple texts about personal experience and familiar topics or situations related to daily life and experience.

When the communication is:

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

Demonstrating these strengths and limitations:

- Adequate knowledge of the language for simple tasks
- Adequate range of simple everyday vocabulary
- Adequate control of simple structures
- Conveys personal information in mostly single-clause sentences
- May use some coordinated clauses with basic tenses
- Adequate control of spelling, punctuation and capitalization
- Difficulty with word order and word forms may sometimes interfere with comprehensibility
- Able to communicate a simple message

I. Interacting with Others

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

[Message is a few sentences or a short paragraph addressed to a familiar person and related to a personally relevant situation.]

- Conveys the message so that a reader can follow it.
- Uses language and content that are appropriate to the intent and the social context.
- Conveys main ideas and supports them with some detail in a basic paragraph structure.
- Conveys feelings in a manner that is appropriate to the context.
- Demonstrates strengths and limitations typical of Writing Benchmark 4, as listed in the Profile of Ability.

Sample Tasks

Write an invitation to a family function, such as a housewarming, graduation, or birthday party.

Write a short personal note to thank a host, friend, or supervisor for lunch.

Write an email to a friend with a short update on what happened last week.

II. Reproducing Information

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

[Texts to copy are up to about 2 paragraphs and have a clear layout; can include passages, directories, schedules, instructions, directions, dictionaries and manuals; and may come from more than one source.]

- Follows standard conventions for capitalization and punctuation; accurately copies other elements of formatting.
- 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 4, as listed in the Profile of Ability.

Sample Tasks

Copy definitions from 2 or 3 sources (such as online dictionaries or grammar websites).

Copy information about 2 products or services from catalogues or online sources to see which has the most features.