



Writing – Benchmark 4

III. Getting Things Done

- Complete simple forms that require basic personal or familiar information and some responses to simple questions.
[Forms contain about 15 to 20 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 simple business or service messages.
[Messages are about 7 sentences.]
 - Conveys main ideas and supports them with some detail in a basic paragraph structure.
 - Uses language and content that are appropriate to the purpose, intent, and social context.
 - Demonstrates strengths and limitations typical of Writing Benchmark 4, as listed in the Profile of Ability.

Sample Tasks

Fill out an application form for pre-authorized payments for water, power or telephone service.

Write an email to an organization to request information or cancel a service.

Write a short note to a landlord about a problem in the apartment that needs attention or repair.

Write a short, simple paragraph to a supervisor to ask for a day off.

IV. Sharing Information

- Write a short paragraph to describe a familiar situation, event, personal experience or future plan.
[Writing is about 1 paragraph.]
 - Uses basic paragraph structure.
 - Follows most spelling and punctuation conventions.
 - Conveys main ideas and supports them with some detail.
 - Describes the situation adequately so that a reader can follow.
 - Expresses preferences relevant to the content and with some supporting explanation.
 - Demonstrates strengths and limitations typical of Writing Benchmark 4, as listed in the Profile of Ability.

Sample Tasks

Write a paragraph to describe coming to Canada.

Send an email to a co-worker about a trip or vacation.

Write to a friend to share information about a new home (house or apartment).

Write to a friend, colleague or classmate about plans for next week, next month or next year.