



Some Features of Communication Across Stage I Writing

CLB 1 Initial Basic Ability	CLB 2 Developing Basic Ability	CLB 3 Adequate Basic Ability	CLB 4 Fluent Basic Ability
<ul style="list-style-type: none"> • Writing style requirements are simple and informal. • Topics relate to immediate personal needs. • Audience is highly supportive and familiar. • Task instructions are very simple and call for responses of a few words or short phrases. • Forms to complete are very short (up to about 5 items), simplified, with sparse layout, clear labels, and ample areas in which to write, and require only basic personal identification information. • Content to copy or reproduce is from a short text (2 to 3 sentences) or a short list (5 to 10 items) with clear layout and basic everyday information.* • Guided writing (or cloze) is based on texts of about 3 to 5 sentences with very simple structure and vocabulary. • Context is non-demanding. 	<ul style="list-style-type: none"> • Writing style requirements are simple and informal. • Topics relate to immediate personal needs. • Audience is highly supportive and familiar. • Task instructions are very simple and call for responses of a few short phrases. • Forms to complete are short (up to about 10 items), simple in format, sparse in layout, and require only basic personal information. • Content to copy or reproduce is from a short text (3 to 5 sentences) or a short list (10 to 15 items) with clear layout and basic everyday information.* • Guided writing (or cloze) is based on texts of about 5 to 7 sentences with simple structure and vocabulary. • Context is non-demanding. 	<ul style="list-style-type: none"> • Writing style requirements are simple and informal. • Topics are of everyday relevance. • Audience is supportive and familiar. • Task prompts or instructions are simple and call for responses of a few short sentences. • Forms to complete are short (up to about 15 items), simple in format, and require basic personal information and some responses to simple questions about self or experience. • Content to copy or reproduce is from a short text (up to about 1 paragraph) with clear layout and basic everyday information.* • Context is non-demanding. 	<ul style="list-style-type: none"> • Writing style requirements are simple and informal. • Topics are of everyday relevance. • Audience is familiar. • Task prompts or instructions are simple and call for responses of about 1 paragraph. • Forms to complete are short (up to about 20 items), simple in format, and require basic personal information and some responses to simple questions about self or experience. • Content to copy or reproduce is from a short text (up to about 2 paragraphs) with clear layout; may be of a more specialized nature (e.g., a manual) relating to a familiar context.* • Context is non-demanding.

* Note: The ability to copy or reproduce information is dependent on the writer's ability to read. Therefore, it is assumed that the content to copy has a degree of simplicity that does not exceed the writer's Reading Benchmark.