

Knowledge and Strategies

Stage II Writing

STAGE II



These are some things that may need to be learned as an individual moves through Stage II Writing.

Grammatical Knowledge

Ability to use:

- Moderately complex grammar and syntax structures (such as perfect tenses, basic conditionals, basic reported speech, noun clauses, relative clauses, passive and active voice, infinitives and gerunds) to convey meaning effectively and precisely
- Expanded range of language (such as concrete, some abstract, idiomatic and technical) and skills to compose formal, informal, personal and social messages; to relate or narrate stories and events; to report personal and factual information; to express ideas, opinions, and feelings about familiar topics and issues; to ask about and respond to inquiries; and to argue points
- Expanded range of vocabulary that includes words and expressions relating to a variety of topic areas (such as general content areas, occupational areas)
- Spelling, punctuation, and capitalization conventions

Textual Knowledge

Ability to:

- Use cohesion links across utterances and discourse indicators, signalling meanings such as contrasts or illustrations by example (such as conjunctive adverbs, adverbials)
- Write a paragraph and a sequence of connected paragraphs
- Use paragraph structure, form and relationships between paragraphs (such as opening/introduction, development/body and conclusion/closing)
- Use discourse indicators and patterns to signal such meanings as chronological sequence, comparisons, contrasts, cause and effect, and illustrations by example

Functional Knowledge

Ability to:

- Use effective and conventional formats for various purposes (such as personal and business letters, memos, reports, email messages, notes)
- Reproduce and reduce information (such as paraphrase, summarize and outline in point form)
- Create rhymes, stories, journals, letters and emails for socializing and enjoyment
- Use techniques for taking messages and notes
- Complete a variety of forms and/or other documents

Sociolinguistic Knowledge

Beginning ability to:

- Use Canadian writing conventions about linear order, directness, and formality in a variety of contexts, such as cover letters, résumés, emails
- Adapt writing style for specific audiences and purposes

Strategic Competence

Ability to:

- Begin using the writing process, such as pre-writing (generating ideas, concept-mapping), drafting a composition, and re-writing (such as revising and proofreading for spelling, punctuation, and grammar)
- Use dictionaries, thesauruses, and other reference sources online and in print formats
- Use keyboarding and word-processing skills for composing, revising, editing, formatting and printing texts