



Writing – Benchmark 5

III. Getting Things Done

- Write short business or service correspondence for routine personal needs.
[Writing is about 1 paragraph.]
 - Conveys a sense of audience in language and format.
 - Conveys the message clearly.
- Complete forms requiring detailed personal information.
[Forms have about 20 to 30 items.]
 - Identifies purpose of the form and completes it with all the required information.
 - Spells and uses punctuation, capitalization, dates and numbers (and their abbreviations) correctly.
 - Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Write a note to an insurance company to cancel or change a policy and to request a refund.

Fill out an application form for a car rental or driver's license.

Fill out an accident report form at work.

IV. Sharing Information

- Write a paragraph to relate a familiar sequence of events, description of a person, object or routine.
 - Addresses the purpose of the task.
 - Expresses a main idea and supports it with details.
 - Provides introduction, development, and conclusion in an adequate paragraph structure.
 - Provides accurate descriptions or accounts of events.
 - Provides adequate explanations where necessary.
 - Uses appropriate connective words.
 - Demonstrates strengths and limitations typical of Writing Benchmark 5, as listed in the Profile of Ability.

Sample Tasks

Write a paragraph to report a factual event or incident, such as an accident, a workplace incident or a burglary.

Write a paragraph for a class newsletter to inform readers about a new or useful service in the community (such as a new language class, community centre, childcare centre or food bank).