



Profile of Ability

The writer can:

Write short, moderately complex descriptions, narrations and communications about familiar, concrete topics relevant to personal interests and experience.

When the communication is:

- On a familiar and personally relevant topic
- Intended for a familiar audience
- Relatively short
- In moderately demanding contexts

Demonstrating these strengths and limitations:

- Adequate paragraph structure, with clearly expressed main ideas and some supporting details
- Appropriate use of connective words and phrases
- Good range of vocabulary for simple everyday texts
- Good control of simple structures
- Developing control of complex structures
- Adequate control of spelling, punctuation and format
- Some awkward-sounding phrases and word combinations
- Content and language are sometimes not appropriate for the audience
- Uses a limited range of natural idiomatic language, cultural references and figures of speech appropriate to the context
- Able to communicate an increasing range of moderately complex messages

I. Interacting with Others

- Convey personal messages in short, formal, and informal correspondence for an expanding range of everyday social purposes (such as expressing congratulations, thanks, apologies, or offering assistance).

[Message is about 1 or 2 paragraphs, for a familiar audience, and related to everyday experience.]

- Conveys the intended meaning.
- Uses language and content appropriate and relevant to the situation.
- Expresses main ideas and supports them with some detail.
- Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

Sample Tasks

Write a personal message to cancel an appointment. Express inability to keep the appointment, disappointment, and offer an apology.

Write a personal message to thank someone for a special gesture or to congratulate a friend who has just had a baby.

Write a letter or email of appreciation to a teacher or colleague who has provided support.

II. Reproducing Information

- Reduce short, factual oral discourse (such as live or recorded phone messages, pre-recorded public information lines, podcasts and short presentations) to notes or messages.

[Phone messages have about 7 or 8 details and presentations are about 10 minutes, about personally relevant topics.]

- Reduce a page of information to an outline or summary. [Topic is of personal relevance and may be related to a specialized field.]
 - Takes notes and reduces written or oral information to important points with accurate details.
 - Writes messages with accurate details for others.
 - Uses common conventions such as point form.
 - Records details (such as names, addresses, dates, times and directions) legibly and with correct spelling, capitalization and punctuation.
 - Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

Sample Tasks

Take notes from a website about a procedure (such as how to get a driver's license, apply for college, or allergy-proof a home). Summarize key information for personal use.

Take notes from a short information session about a college program to share with a friend.

Take notes in a workplace preparation course during a brief presentation on interview tips.