



## Writing – Benchmark 6

### III. Getting Things Done

- Write short business or service correspondence for routine purposes.  
[Writing is about 1 paragraph.]
  - Conveys a sense of audience in language and format.
  - Conveys the intended message.
- Complete forms requiring detailed personal information.  
[Forms have about 30 to 40 items.]
  - Identifies purpose of 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 6, as listed in the Profile of Ability.

#### Sample Tasks

Write to inform a company that a product did not work and ask for a refund.

Write a message to accompany a job application form. Express a desire for the job, provide contact details, and refer the reader to the attached application form.

Write an email to a supervisor asking permission to work from home next week.

Fill out a job application form or complete a medical history form.

### IV. Sharing Information

- Write 1 or 2 connected paragraphs to relate a familiar sequence of events, a story, a detailed description, or a comparison of people, things, routines or simple procedures.
  - Addresses the purpose of the task.
  - Expresses main ideas and supports them with details.
  - Provides introduction, development and conclusion in adequate paragraph structure.
  - Provides accurate descriptions, comparisons or accounts of events in a clear sequence.
  - Uses appropriate connective words and phrases.
  - Demonstrates strengths and limitations typical of Writing Benchmark 6, as listed in the Profile of Ability.

#### Sample Tasks

Write a description of a process, such as applying for an academic program or a job.

Write a description of the impact that a significant person has had.

Write a comparison of a company's services with those of a leading competitor.