



Profile of Ability

The writer can:

Write clear, moderately complex texts on familiar concrete topics within predictable, practical and relevant contexts of daily social, educational and work-related life experience.

When the communication is:

- On a familiar and personally relevant topic
- Intended for a familiar or clearly defined audience
- Moderate in length
- In moderately demanding contexts

Demonstrating these strengths and limitations:

- Good paragraph structure, with clearly expressed main ideas and adequate supporting details
- Paragraphs are developed and joined appropriately to form a coherent text
- Text contains an introduction, development of ideas, and conclusion
- Good range of vocabulary for moderately complex texts
- Adequate control of complex structures
- Good control of spelling, punctuation and format
- Wording may still be typical of first language and seem somewhat unnatural
- Content and language, including register, are mostly appropriate for the audience
- Uses a range of natural idiomatic language, cultural references and figures of speech appropriately
- Able to communicate most moderately complex messages

I. Interacting with Others

- Convey personal messages in formal and informal correspondence for an expanding range of social purposes (such as expressing and responding to appreciation, complaints, disappointment, satisfaction, dissatisfaction or hope).

[Message is about 2 to 3 paragraphs, for a familiar audience, and may require some degree of diplomacy or tact.]

- Conveys the intended meaning.
- Uses language, format and content appropriate and relevant to the situation and audience.
- Expresses main ideas and supports them with details.
- Uses some complex structures and vocabulary with some difficulty.
- Demonstrates strengths and limitations typical of Writing Benchmark 7, as listed in the Profile of Ability.

Sample Tasks

Write a personal note of sympathy to someone who has experienced a loss.

Write a note to a supervisor who is ill. Express best wishes for a quick recovery, and offer to assume extra responsibilities if needed.

Write an email to a colleague or work team expressing satisfaction at the successful completion of a project. Explain why it was successful and the positive impact it will have.

II. Reproducing Information

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

[Phone messages have about 10 details; presentations are up to about 15 minutes.]

- Reduce a text of up to about 2 pages to an outline or summary.

[Topic is of personal relevance; may be related to a specialized field.]

- Reduces information to important points with accurate details and no major omissions.
- Takes notes in point form from an oral presentation.
- Writes messages with accurate and legible details.
- Records main ideas or key details in point form.
- Conveys the essential information.
- Records details such as names, addresses, dates and directions with correct spelling.
- Demonstrates strengths and limitations typical of Writing Benchmark 7, as listed in the Profile of Ability.

Sample Tasks

Take notes while listening to tenant rights information from a pre-recorded public information line.

Take notes from online sources about the details of an ailment or condition to discuss with a doctor.

Write an outline to trace a sequence of events in a history text to increase understanding.

Take notes during a short workplace presentation and then write a summary for a co-worker who missed the presentation.