



# Writing – Benchmark 7

## III. Getting Things Done

- Write business or service correspondence for a range of routine and less routine purposes (such as passing on information, and making and responding to requests, recommendations and warnings).

[Writing is up to about 2 paragraphs.]

- Conveys a clear message.
- Conveys a sense of audience in language and format.

- Complete extended forms requiring detailed personal information.

[Forms have about 40 items and may require brief written responses to questions.]

- Identifies the 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 7, as listed in the Profile of Ability.

### Sample Tasks

Write a short letter to express concerns about an issue at a daycare centre.

Write a formal letter to an academic or work supervisor to request a leave of absence.

Write an email to a government representative to request a needed service or item in the community, such as an off-leash dog area, traffic lights, or play equipment in the park.

Fill out an application for a post-secondary educational institution or an application for a student loan.

Complete an incident report form, including a narrative about the incident.

## IV. Sharing Information

- Write 2 or 3 connected paragraphs to relate a familiar sequence of events, make a comparison, or provide a detailed description of a person, system, routine or procedure.

- Addresses the purpose of the task.
- Expresses main ideas and supports them with details.
- Presents text as a coherent, connected whole with good use of appropriate connective words and phrases.
- Provides accurate and detailed descriptions, explanations or accounts of events, in a clear sequence.
- Demonstrates strengths and limitations typical of Writing Benchmark 7, as listed in the Profile of Ability.

### Sample Tasks

Write a message to a friend to inform him/her of the procedure for becoming a Canadian citizen.

Write 2 or 3 paragraphs to compare the education system or election procedures of 2 countries for an academic preparation course. Add a paragraph expressing a preference for one or the other and give reasons.

Write a brief production report on work stoppage times and reasons.