



## Profile of Ability

### The writer can:

Write clear, moderately complex texts on familiar concrete and some abstract 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 good supporting details
- Paragraphs are developed and joined appropriately to form a coherent text
- Text contains an introduction, development of ideas and conclusion
- Very good range of vocabulary for moderately complex texts
- Good control of complex structures
- Good control of spelling, punctuation and format
- Occasionally, wording may seem awkward or unnatural
- Content and language, including register and variety, are appropriate for the audience
- Uses an expanded range of natural idiomatic language, cultural references and figures of speech appropriately
- Able to communicate moderately complex messages

## I. Interacting with Others

- Convey personal messages in formal and informal correspondence for an expanded range of social purposes (such as expressing and responding to sympathy, clarifying a conflict, or giving reassurance).  
[Message is about 3 paragraphs, for a familiar audience, often requiring diplomacy, tact and some precision.]
  - Conveys the intended explicit and implied meanings.
  - Uses language, format and content appropriate and relevant to the situation and audience.
  - Expresses main ideas and supports them with details.
  - Uses complex structures with only occasional difficulties.
  - Demonstrates strengths and limitations typical of Writing Benchmark 8, as listed in the Profile of Ability.

### Sample Tasks

Write an email message to a co-worker or classmate to express dissatisfaction about the outcome of an assigned group task and express hopes for a better outcome on an upcoming task.

Write an appropriate note or letter to explain and attempt to resolve a minor conflict (such as making a remark that may have hurt or offended someone).

Write an email to a supervisor to clarify a disagreement with a colleague. Explain how the conflict has been resolved.

## II. Reproducing Information

- Reduce oral discourse about established procedures (given in a live demonstration, over the phone, or from pre-recorded audio or video material) into notes that can be used to write instructions.  
[Oral discourse is up to about 20 minutes.]
- Reduce a text of up to about 2 pages to an outline or summary.  
[Topic is of personal relevance and may be related to a specialized field.]
  - Reduces information to main points with accurate supporting details and no major omissions.
  - Conveys essential information.
  - Conveys a sense of audience in language format and content.
  - Demonstrates strengths and limitations typical of Writing Benchmark 8, as listed in the Profile of Ability.

### Sample Tasks

Record details of a recipe while watching or listening to a cooking show and use the notes to write accurate, organized steps for own use and to share with friends.

Take notes (for later use) while reading a detailed online text about how to re-image a computer.

Take notes while listening to a presentation on a familiar academic or work-related topic.

Summarize the main ideas in a text for a class assignment.