



Profile of Ability

The writer can:

Write formal and informal texts of some complexity for an adequate range of purposes and tasks in routine but demanding situations.

When the communication is:

- On abstract and unfamiliar topics that may require research
- Intended for a defined audience
- Lengthy, as dictated by the requirements of the task, up to a range of about 1,500 words
- In demanding contexts

Demonstrating these strengths and limitations:

- Adequate organization of ideas and development of topic
- Main ideas are clearly conveyed and adequately supported with details
- Good control of a range of complex and diverse structures
- Some errors in grammar, word combinations and word choices still occur
- Flexibility of tone and style may be limited
- Proofreads and revises own work with occasional input from others
- Able to communicate some complex messages, adjusting length to suit the requirements of the task
- A good range of concrete, abstract and idiomatic language suited to context and purpose, which may include some genre-specific expressions or jargon and cultural references

I. Interacting with Others

- Convey a range of personal and business messages in semi-formal or formal correspondence with a sense of audience, formality and language appropriate to the occasion, intent and context.

[Length is dictated by the requirements of the task.]

- Conveys the message with an appropriate sense of audience, formality and genre.
- Writes with consideration for the needs and feelings of the audience.
- Conveys intended tone.
- Uses language, format and content appropriate to occasion, intent and social context.
- Demonstrates strengths and limitations typical of Writing Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Write a letter to a business acquaintance requesting assistance with a job search.

Write an email to a professor or colleague to cancel an important appointment. Explain the reasons and acknowledge any inconvenience that this may cause. Express willingness to re-schedule at a convenient time and location.

Write an email to request that an instructor review a university application and provide a reference.

II. Reproducing Information

- Reduce complex information and ideas from multiple sources as functional notes, outlines or summaries for personal use or for defined audiences.

[Sources can include continuous or formatted texts of up to about 5 pages, or oral discourse of up to about 30 minutes.]

- Conveys essential information (such as conclusions, decisions, actions to be taken, and policy statements in meeting minutes).
- Reduces information to main points with accurate supporting details, with no major factual omissions or errors.
- Presents information with only minor errors in grammar, vocabulary, spelling, punctuation and document layout or format.
- Demonstrates strengths and limitations typical of Writing Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Write the minutes of a workplace meeting.

Take notes of the main ideas in a 30-minute lecture or presentation.

Write a summary report of a product field test. Refer to multiple individual questionnaire responses.

Write a paragraph to summarize selected information gathered from a graph or table of data.