



Writing – Benchmark 9

III. Getting Things Done

- Write business or service correspondence for a broad range of purposes (such as making and responding to requests for information, services or products).
[Writing may require diplomacy.]
- Write short reports and memos to convey suggestions, recommendations, requests and updates.
[Reports and memos may have pre-set formats.]
 - Conveys main ideas clearly and provides sufficient detail.
 - Conveys the message with adequate sense of audience, formality and genre.
 - Conveys intended tone.
 - Uses language, format and content appropriate to occasion and relationship to audience.
- Complete extensive complex forms and documents with pre-set formats.
 - Completes complex forms and pre-set form reports.
 - Demonstrates strengths and limitations typical of Writing Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Write a formal letter to a court requesting to be excused from jury duty. State reasons for the request.

Write a note to a supervisor or lawyer to request clarification of a procedure. Include an interpretation of the procedure to confirm understanding.

Write a semi-formal letter to confirm verbal arrangements made with a business partner on a shared project.

Write a short report to update a supervisor or academic advisor on work progress.

Complete a detailed problem report form.

IV. Sharing Information

- Write coherent texts (such as essays, reports or narratives) to relate events from the past to describe and compare complex ideas, phenomena or processes, or to express and analyze opinions.
 - Addresses the purpose of the task with an appropriate sense of audience.
 - Conveys main ideas and supports them with sufficient detail; conveys detailed descriptions.
 - Presents text as a coherent whole, with all the parts required by the genre.
 - Uses discourse patterns and structures, such as definition, classification, exemplification, cause and effect.
 - Uses an effective range of connective words and phrases.
 - Demonstrates strengths and limitations typical of Writing Benchmark 9, as listed in the Profile of Ability.

Sample Tasks

Write a detailed description of relevant events and relationships to orient a new staff person.

Write an essay to describe and compare 2 processes, such as 2 systems of government, or the views of 2 political parties on an issue.

Write a personal response essay to a short story, movie, poem or artist's work. Articulate a theme revealed in the work and a response to this theme. Substantiate the interpretation with examples.

Write a short fictional story illustrating the origin of a social practice.