



Profile of Ability

The writer can:

Write complex formal and informal texts for a broadening range of purposes and tasks in mostly 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 3,000 words
- In demanding contexts

Demonstrating these strengths and limitations:

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

I. Interacting with Others

- Convey an expanding 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.
 - 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 and relevant to occasion, intent and social context.
 - Demonstrates strengths and limitations typical of Writing Benchmark 10, as listed in the Profile of Ability.

Sample Tasks

Write a letter to a client to decline work on a project that would result in an unreasonable workload. Tactfully explain reasons and request to be considered for other opportunities.

Write a formal letter of acceptance for an award, scholarship, grant, contract or job. Convey thanks and acknowledge those who helped in the achievement of success.

Write a formal letter of resignation to a committee.

Write a formal letter of apology and acknowledgement of an error.

II. Reproducing Information

- Reduce complex, extensive information and ideas from multiple sources as an accurate outline, summary or abstract, suitable for other people's use.
[Sources can include lengthy continuous or formatted texts, or oral discourse of up to about 1 hour.]
 - Conveys essential information.
 - Identifies, sorts, synthesizes and summarizes relevant information.
 - Analyzes and reproduces content and organization of text as an accurate, concise outline.
 - Reduces information to main points with accurate supporting details and no major factual omissions.
 - Presents information with customary document layout or format.
 - Demonstrates strengths and limitations typical of Writing Benchmark 10, as listed in the Profile of Ability.

Sample Tasks

Take notes from a complex presentation and organize them as an outline of main points and supporting details.

Write a summary of a complex meeting for distribution to meeting participants.

Write main points, new ideas, and follow-up queries about a class lecture to use as study notes.