



Writing – Benchmark 10

III. Getting Things Done

- Write business or service correspondence for a broad range of purposes (such as giving instructions, or expressing and responding to complaints, claims or adjustments).
[Writing may require diplomacy.]
- Write semi-formal reports and proposals.
 - Conveys main ideas clearly and provides sufficient detail.
 - Conveys intended tone.
 - Conveys the message with a sense of audience, formality and genre.
 - Uses language, format and content appropriate and relevant to the occasion, intent and social context/relationship.
- Complete complex forms and documents with pre-set formats.
 - Completes forms with required information.
 - Demonstrates strengths and limitations typical of Writing Benchmark 10, as listed in the Profile of Ability.

Sample Tasks

Write a proposal to recommend a new or adapted procedure.

Write a report to evaluate the long-term cost-effectiveness of similar products. Recommend one for purchase.

Write or respond to claim and adjustment letters (such as for insurance claims).

Write an agreement, offer to purchase or work contract using standard legal forms.

IV. Sharing Information

- Write effective, stylistically complex, and lengthy texts (such as expository or argument essays, symbolic stories, inquiry papers, problem-solution papers, or analytic reports) on previously researched topics.
 - Addresses the purpose of the task with an appropriate sense of audience.
 - Conveys main ideas and supports them with sufficient detail.
 - Presents text as a coherent whole, with all the parts required by the genre.
 - Uses discourse patterns and functions of definition, contrast, cause and effect, etc.
 - Establishes argumentative and logical connections among textual ideas; develops logical line of argumentation in support of conclusion.
 - States a proposition, presents substantiation.
 - Demonstrates strengths and limitations typical of Writing Benchmark 10, as listed in the Profile of Ability.

Sample Tasks

Write a workplace report to present a problem, analyze options for various solutions, and suggest a preferred solution.

Write a research report for an academic course or consumer marketing research for an employer. Articulate the purpose and nature of the research, the data collection methods, and an analysis of the data collected.

Research and write a literature review.