



Profile of Ability

The writer can:

Write complex formal and informal texts for a wide range of purposes and tasks in demanding non-routine situations.

When the communication is:

- On abstract, unfamiliar, or specialized topics that may require research
- Intended for a defined or undefined audience
- Of any length demanded by the purpose, task and genre
- In demanding contexts

Demonstrating these strengths and limitations:

- Coherent synthesis of extensive complex information from multiple sources
- Main ideas are clearly conveyed and very well supported with details
- Very good control of a broad range of complex and diverse structures
- A few minor errors in grammar, word combinations and word choices still occur
- Flexibility of tone and style are evident
- Effectively proofreads and revises own and others' texts
- Able to communicate most complex messages, adjusting length to suit the requirements of the task
- A very good range of concrete, abstract, and idiomatic language used appropriately, accurately and flexibly, including genre-specific expressions or jargon and cultural references

I. Interacting with Others

- Convey an expanded 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 11, as listed in the Profile of Ability.

Sample Tasks

Write a formal letter to recommend a person for an internship or apprenticeship.

Write a letter to introduce and promote a new service or product to reluctant potential clients.

Write a letter to inform a long-term supplier that company needs have changed and their services are not required. Thank the supplier for their excellent service, offer to provide referrals and recommendations, and indicate an intention to engage them again in the future if needs change.

II. Reproducing Information

- Reduce and synthesize very complex and extensive information from multiple sources into a variety of formats (such as point-form notes, minutes, outlines, summaries, reports, abstracts or charts).
[Sources can include lengthy continuous or formatted texts, or oral discourse.]
 - Conveys essential information.
 - Reduces and synthesizes information to main points with accurate supporting details, with no major factual omissions or errors.
 - Presents information with customary document layout or format.
 - Demonstrates strengths and limitations typical of Writing Benchmark 11, as listed in the Profile of Ability.

Sample Tasks

Extract information from various statistical charts on drinking and driving. Summarize the information to illustrate connections and causal relationships (such as a decrease in traffic fatalities after stricter legislation).

Write an executive summary of a longer report or study.

Write an official narrative record of a formal meeting at which complex issues (such as public policies) were discussed.