



## Profile of Ability

### The writer can:

Write complex formal and informal texts for a full range of purposes, intentions and objectives related to demanding non-routine, technical or specialized situations and tasks.

### When the communication is:

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

### Demonstrating these strengths and limitations:

- Coherent synthesis and evaluation of extensive complex information from multiple sources
- Writing is clear, effective and stylistically polished enough for publication or public distribution
- Excellent control of variations and subtleties of grammar and structure, tone and style
- Rare and minor errors in grammar, word combinations and word choices may occur
- Flexibility of tone and style are evident
- Effectively proofreads, revises and edits all aspects of texts
- Able to communicate complex messages, adjusting length to suit the requirements of the task
- An excellent 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, in a quality, tone and style suitable for publication, a range of communication that synthesizes complex propositions to foster goodwill toward a company, initiative, campaign or political or social entity.
  - Conveys a clear message with a strong sense of audience, formality and genre.
  - Uses language, format and content appropriate to the occasion, intent and audience.
  - Conveys intended tone.
  - Demonstrates strengths and limitations typical of Writing Benchmark 12, as listed in the Profile of Ability.

### Sample Tasks

Write a formal public tribute to honour someone for his/her achievements, contributions, or special qualities.

Write a press release to inform the public about and to promote a new product or service.

Write a formal letter of recommendation in support of a professor's promotion to department head.

Write a letter or proposal to request continued funding of a project. Focus on positive outcomes of the project.

Write an evaluation report to shareholders explaining the reasons behind a take-over bid.

## 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).
- Evaluate, revise and edit summaries and other reduced forms of very complex and extensive information by other writers (such as point-form notes, minutes, outlines, précis, 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 and no major factual omissions or errors.
  - Edits and revises own or other's texts for format, clarity and accuracy.
  - Edits document so it contains no errors and is presented in a customary layout or format.
  - Demonstrates strengths and limitations typical of Writing Benchmark 12, as listed in the Profile of Ability.

### Sample Tasks

Write an abstract, including a chart, of an extensive statistical report.

Edit the official narrative record of a formal meeting at which complex issues (such as public policies) were discussed. Ensure that the content is accurate and the style is appropriate.

Write a summary report that synthesizes information from 2 or 3 different studies on applied research findings in a subject area.

Edit an executive summary of a longer report.