



Writing – Benchmark 12

III. Getting Things Done

- Write highly specialized, complex formal correspondence and documents (such as external correspondence, formal proposals, procedures, training materials or public reports).

[Writing may be for a broad and diverse audience. The tone of the message may have significant consequences.]

- Conveys main ideas clearly and provides sufficient detail.
- Conveys the message with a sense of audience, formality and genre.
- Evaluates, revises and edits own and others' written texts.
- Uses language, format and content of documents appropriate to occasion.
- Presents information in a customary format, with a coherent organizational structure, and free of errors.
- Demonstrates strengths and limitations typical of Writing Benchmark 12, as listed in the Profile of Ability.

Sample Tasks

Write an external evaluation report about a large project.

Write a detailed proposal as an official bid on a contract, or as a grant or funding request for a research project.

Write a policy or procedure manual for an organization.

Write a detailed and extensive workplace training manual.

Evaluate, revise and edit texts for public use.

IV. Sharing Information

- Write effective and stylistically polished texts (such as essays, reports, articles or theses) to inform, convince and persuade others.

- Evaluate, revise and edit information texts for public use.

- Addresses the purpose of the task with an appropriate sense of audience.
- Writing contains complex, detailed ideas, which successfully inform and persuade.
- Conveys main ideas and supports them with sufficient detail.
- Presents text as a coherent whole, with all the parts required by the genre.
- Demonstrates fluent, error-free command of grammar, vocabulary, idioms, structure of information, style and mechanics.
- Evaluates, revises and edits information texts for public use.
- Demonstrates strengths and limitations typical of Writing Benchmark 12, as listed in the Profile of Ability.

Sample Tasks

Write a news story or an article for a newsletter or magazine.

Write a report to interpret and clearly articulate complex information to the public (such as the results of a complex research study, statistical data, historical information, or the performance of a company).

Write public relations or promotional materials for a campaign or product.

Write a thesis, dissertation or research paper for a peer-reviewed journal.