



Reading – Benchmark 7

III. Getting Things Done

- Locate and use 3 or 4 pieces of information from moderately complex formatted texts (such as course calendars, extensive directories, extensive website navigation menus).
[Formatted texts can contain multiple pieces of information organized in sections with subsections.]
 - Identifies layout and organization of text to find the information needed.
 - Finds and uses 3 or 4 pieces of information by scanning the text.
- Get information from moderately complex business/service texts containing assessments, evaluations and advice.
 - Identifies main ideas, key details and some implied meanings.
 - Identifies the writer’s purpose, intent, mood and attitude in sections of text.
 - Scans text and makes inferences to select relevant information.
 - Demonstrates strengths and limitations typical of Reading Benchmark 7, as listed in the Profile of Ability.

Sample Tasks

Read a complaint letter from a customer or client to determine appropriate action.

Obtain information from public health advisories, municipal notices, violation notices, or community newsletters and bulletins. Decide on action for a personal or family health concern.

Scan a course calendar (either online or in print) to locate eligibility requirements for a particular program, its start date and any pre-requisites.

Read a workplace performance review to determine how successful the employee has been in meeting objectives and what areas require improvement over the next year.

IV. Comprehending Information

- Understand moderately complex extended descriptions, reports and narrations on familiar topics.
 - Distinguishes facts from opinions.
 - Evaluates ideas in text to draw conclusions.
 - Identifies organization of text and links between paragraphs.
- Interpret information contained in moderately complex formatted texts (such as tables, graphs, diagrams and flow charts or website navigation menus).
 - Follows the sequence of a narration or process.
- Access, locate and integrate information from online reference sources.
 - Accesses relevant information using effective search strategies.
 - Compares 3 or 4 pieces of information from different reference sources.
 - Demonstrates strengths and limitations typical of Reading Benchmark 7, as listed in the Profile of Ability.

Sample Tasks

Read and paraphrase a short research report for an academic assignment.

Interpret a chart of tasks (such as a Gantt chart) in a work plan for a group project to understand the sequence of steps.

Access and read coverage of a current event on several news websites to compare coverage of the event.