

Community Adult Literacy Benchmarks: Writing - Level 1 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Attend	<p>Understand the difference between oral and written language</p> <p>Print/ write individual words legibly and consistently</p> <p>Show awareness that grammar, punctuation, and spelling affect readers' understanding</p>			
Compose	<p>Show awareness that writing serves different purposes and audiences (e.g., difference between fiction and non-fiction, a flyer and an essay)</p> <p>Show awareness that people use their own knowledge and outside sources of information to compose text</p> <p>Complete with assistance, simple forms that require personal information (e.g., order and subscription forms)</p> <p>Copy words from printed material</p> <p>Complete frame sentences</p> <p>Create language experience stories</p>			
Monitor	<p>Understand that, even for experienced writers, writing is a process that involves revision and editing</p>			

Writing is personally relevant and about familiar subjects. It is usually dictated.

Community Adult Literacy Benchmarks: Writing - Level 2 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Attend	<p>Understand the difference between oral and written language</p> <p>Use correct spacing between words and sentences</p> <p>Use capital letters and end punctuation (e.g., periods, questions marks and exclamation marks)</p> <p>Spell functional and high frequency sight words correctly</p> <p>Use correct subject/verb agreement</p>			
Compose	<p>Understand how purpose and audience affect choice of topic</p> <p>Discuss and use own knowledge about a topic for writing purposes</p> <p>Use simple planning strategies to organize ideas on a familiar topic (e.g., brainstorming, mapping, webbing), with assistance</p> <p>Complete personal forms (e.g., cheques)</p> <p>Write simple and complete sentences (statement and question)</p> <p>Create lists, notes, short personal letters, e-mails, stories, and/or journal entries, with assistance</p>			
Monitor	<p>Evaluate writing to determine if the writing achieves purpose and reaches audience</p> <p>Proof-read for basic punctuation (e.g., capitalization and end punctuation)</p> <p>Identify spelling errors and correct familiar words</p> <p>Proof-read for subject/verb agreement</p>			

Writing is short, personal, functional and about familiar topics, and is developed with assistance. It contains familiar and simple vocabulary and sentence patterns.

Community Adult Literacy Benchmarks: Writing - Level 3 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Attend	<p>Understand the difference between oral and written language</p> <p>Print/write legibly and consistently</p> <p>Use commas, quotations marks, and apostrophes</p> <p>Identify root words and add suffixes and prefixes correctly</p> <p>Use personal dictionary and structural analysis for spelling</p> <p>Use consistent verb tense</p>			
Compose	<p>Understand how purpose and audience affect choice of format, language, and tone</p> <p>Gather information on a specific topic from library and/or internet</p> <p>Use imagination to develop writing topic</p> <p>Use simple planning strategies to organize ideas on a familiar topic (e.g., brainstorming, mapping, webbing)</p> <p>Complete complex forms with assistance (e.g., job application)</p> <p>Write compound sentences that use descriptive words</p> <p>Understand and use common formats such as personal letters, emails, journal entries, memos, short reports, stories</p> <p>Use basic paragraph structure</p>			
Monitor	<p>Revise, paying attention to clarity, organization, and voice</p> <p>Proof read for more complex punctuation (e.g., commas, quotation marks, and apostrophes)</p> <p>Identify and correct non-standard spelling using resources and strategies (e.g., spell-check, personal dictionaries, phonics, structural analysis)</p> <p>Proof-read for consistent verb tense and subject/verb agreement</p>			

Writing contains some compound sentences and multi-syllabic words and is developed more independently. Topics can be less personal and familiar. Proofreading is performed with assistance.

Community Adult Literacy Benchmarks: Writing - Level 4 Checklist

PROCESS	BENCHMARK	BASIC	PROFICIENT	STRONG
Attend	<p>Understand the difference between oral and written language</p> <p>Print/write legibly and consistently</p> <p>Use more complex punctuation conventions (e.g., parentheses, colons)</p> <p>Use personal dictionary, structural analysis and phonics to assist with spelling</p> <p>Use appropriate pronouns, prepositions, adjective and adverbs</p>			
Compose	<p>Choose and use appropriate writing style for intended audience</p> <p>Gather information on a specific topic from a variety of sources</p> <p>Use imagination to develop a writing topic</p> <p>Choose and use an appropriate strategy to organize information (e.g., brainstorming, mapping, outlining)</p> <p>Understand and use conventional formats to write (e.g., resume, business letter)</p> <p>Write sentences that use figures of speech and specialized vocabulary</p> <p>Choose and use a range of formats to communicate message (e.g., memo, chart, graph, 3-4 paragraph composition, short report)</p> <p>Use appropriate transitions, conversation, variation in sentence length in composition</p> <p>Summarize a piece of text or document</p>			
Monitor	<p>Revise, paying attention to development of ideas, clarity, organization, and voice</p> <p>Pay attention to spelling and punctuation, to minimize barriers to readers' comprehension</p> <p>Identify and correct non-standard spelling using resources and strategies (e.g., spell-check, personal dictionaries, phonics, structural analysis)</p> <p>Proof-read for appropriate pronouns, prepositions, verb tense agreement</p>			

Writing contains more compound sentences and multi-syllable words. Topics can be less personal and familiar. Composition is three to four paragraphs.