



## At this Benchmark, I can:

- write simple sentences and short, simple paragraphs
- use capital letters and simple punctuation

### Interacting with Others

- Write a short social message (up to 1 paragraph) to someone I know.

#### *For example:*

- an email to a friend to talk about my vacation
- a thank-you note to my supervisor

### Reproducing Information

- Copy short, simple paragraphs.

#### *For example:*

- information about 2 products to decide which one is better
- definitions from 2-3 different dictionaries

## When:

- the topic is familiar
- I write for a familiar person

### Getting Things Done

- Complete simple forms with 15-20 items.

#### *For example:*

- an application form for pre-authorized payments

- Write short, simple messages to get things done.

#### *For example:*

- an email to my supervisor to ask for a day off (including a reason)

### Sharing Information

- Write 1 paragraph describing something familiar to me.

#### *For example:*

- a description of my plans for next summer
- a description of my new home

