Canadian Language Benchmarks Essential Skills | **Niveaux de compétence linguistique canadiens Compétences essentielles**

Centre for Canadian Language Benchmarks | **Centre des niveaux de compétence linguistique canadiens**

CLB – Essential Skills Diagnostic Checklist

Writing – Text and Document Use

Name: _____   Date: _____

Tasks	I think I can	I need to practise
Write a short note to someone I know		
Complete a greeting card		
Write down a phone message		
Write a comment or suggestion		
Write a short e-mail message on a familiar topic		
Write a memo to remind me of something I need to do		
Total Blue		
Make a shopping list		
Fill in a schedule		
Make a list of things I need to do today		
Complete a work order		
Copy names and numbers from the phone book		
Write appointments in a calendar		
Total Pink		
Fill out an application form		
Write my personal information (name, address, phone)		
Fill out an expense form		
Write a cheque		
Fill out a banking slip		
Complete an immigration form		
Total Green		
Write a paragraph about a person		
Write a report about someone's work day		
Write about an event or incident		
Write a description of a place		
Write a short letter that is one paragraph long		
Write a summary of my work experience		
Total Yellow		

Essential Skills Primer: CLB Stage 1

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Summary Grid

Writing – Text and Document Use

Use this grid to compile the results of your student checklists.

Name of Student	Total "I need to practise"			
	Blue	Pink	Green	Yellow
Colour Total				
Priority Indicator Colour total divided by total number of students				

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Colour Key and Interpretation of Results

Writing – Text and Document Use

Notes, Reminders and Memos

These tasks build toward the ability to write very brief notes to self or to others.

Lists, Logs and Calendars

These tasks build toward the ability to complete, create and manage lists of goods / services /inventory and to fill out logs, chart and calendars.

Standard Forms

These tasks build toward the ability to fill out a range of standard personal, business and workplace-related forms.

Reports, Narratives and Letters

These tasks build toward the ability to write longer narrative reports and letters that describe activities and operations in some detail.

Priority Indicator	Interpretation of Need
5 – 6	Strong need
3 – 4	Moderate need
1 – 2	Some need
0	No need

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