

Skills Table

CLB Writing – ES Writing and Document Use

CLB Writing Benchmark 1	CLB Writing Benchmark 2	CLB Writing Benchmark 3	CLB Writing Benchmark 4	ES Reading Text and Document Use Level 1
Abilities and conditions				Abilities and conditions
<ul style="list-style-type: none"> Write a few familiar words, phrases, simple sentences related to self. Audience is familiar and texts are guided. Enter ID on simple forms in personally relevant contexts. Forms are simple with 5 to 7 categories and clear boxes or lines. 	<ul style="list-style-type: none"> Write 5 – 6 sentences and phrases about self, family or other highly familiar topics. Audience is familiar. Copy basic factual information and fill out simple forms. Texts are guided, and forms are simple with 8 to 12 categories and clear boxes or lines. 	<ul style="list-style-type: none"> Adequately carry out basic, familiar, personal writing tasks, copy information and fill out simple forms in everyday, predictable contexts when texts are short (3 – 8 sentences), and forms are simple in format (15 to 20 items) 	<ul style="list-style-type: none"> Write simple ideas about personal experience (up to a paragraph, simple sentences, coordinated clauses, basic tenses) for familiar audience, predictable everyday contexts, highly familiar topics, forms are simple (20 items) 	<ul style="list-style-type: none"> Write short texts (under a paragraph) for a small, familiar audience on concrete day-to-day topics, complete simple, brief documents when requirements are immediate and obvious, no content knowledge or analysis required, pre-set format
Skill-building Tasks				Typical Tasks
<ul style="list-style-type: none"> Complete a birthday card for a friend Address an envelope 	<ul style="list-style-type: none"> Convey a short get-well message in a greeting card for a co-worker 	<ul style="list-style-type: none"> Write a short note to invite a colleague to a work-related function Write a short note to leave with a colleague, telling where you have gone, for how long, when you will be back, and whom to contact your absence 	<ul style="list-style-type: none"> Write down a brief message from a supplier to pass along to a colleague Write a short note to thank a co-worker for taking your shift 	<ul style="list-style-type: none"> Write reminder notes on supplies, work to be done, requests, deadlines Write details of phone conversations Write a note to self to record how a specific task that required new skills or a different approach was carried out
<ul style="list-style-type: none"> Fill in work tasks that need to be done on a short formatted list Fill in phone numbers on a formatted list of client contact information Copy a few facts from an appointment note onto a business calendar Copy numbers, letters, words, short phrases, sentences for personal use Make a list (shopping, things to do) Copy information from a bill or invoice to complete a cheque 	<ul style="list-style-type: none"> Copy basic factual information from a simple directory or schedule Copy prices and brand names of products from a catalogue or advertising flyer Write a short list of work tasks that need to be done Copy information from a phone book for a charity telemarketing list 	<ul style="list-style-type: none"> Write a list of supplies to be purchased, along with prices and company contact information Copy information about a product or service from a directory or manual for comparison purposes Copy selected information from signs and simple schedules 	<ul style="list-style-type: none"> Copy information from 2-3 different sources (catalogue, directory, manual) for comparison purposes Write and prioritize a list of tasks that need to be completed this week 	<ul style="list-style-type: none"> Make a list of tasks and sequence them Make entries in an appointment calendar Enter information on work orders Complete an assembly checklist Complete a daily log or time sheet

Skills Table

CLB Writing – ES Writing and Document Use *continued*

CLB Writing Benchmark 1	CLB Writing Benchmark 2	CLB Writing Benchmark 3	CLB Writing Benchmark 4	ES Reading Text and Document Use Level 1
Skill-building Tasks				Typical Tasks
<ul style="list-style-type: none"> Fill out a simple form with date, first and last name, address, postal code, phone number, date of birth, age Copy information from customer ID documents onto a simple form 	<ul style="list-style-type: none"> Fill out a withdrawal or deposit slip Fill out a simple application for a library card or club membership Fill out a change of address card Write personal ID and basic familiar information in appropriate sections of a simplified workplace form 	<ul style="list-style-type: none"> Fill out an application for a driver's license or health card Fill out an emergency information form Write a cheque or a receipt 	<ul style="list-style-type: none"> Fill out an application for power, water, telephone, car rental services Fill out a direct deposit request Fill out a simplified incident/accident report or self-evaluation form 	<ul style="list-style-type: none"> Enter a new member or customer profile into the system Fill out an Action Required form in response to a customer complaint Complete a Vehicle Readiness form making brief entries on deficiencies, items that are missing or low in number Complete an overtime form Fill out a mileage form
<ul style="list-style-type: none"> Complete a guided text, such as a close, to describe an activity depicted in a series of pictures 	<ul style="list-style-type: none"> Describe a picture of a workplace activity by completing a short guided text with simple phrases Complete a short guided letter to introduce yourself to an employer 	<ul style="list-style-type: none"> Complete a short guided letter to your landlord telling about a heating problem Write a brief account of your daily routine, Describe an event or incident Copy a set of simple instructions 	<ul style="list-style-type: none"> Write a short report of your activities on yesterday's shift Write a short letter describing a new home, car, job, trip, and future plans Describe an event or tell a story Write a short summary of your past work experience 	<ul style="list-style-type: none"> Write a weekly report detailing hours worked and type of work done Write a form letter