incorporating ASL

Writing



SFS Entry Level

CLB₁

☐ I can... write a very short, simple message.



☐ I can... copy a few words and numbers.



☐ I can... fill out a very short, simple form.



☐ I can... write a few words to answer simple, personal questions.



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Writing



SFS Entry Level

CLB₂

☐ I can... write a short, simple message to a friend or co-worker.



☐ I can... copy some words and sentences.



 $f \square$ I can... complete a short form with personal information.



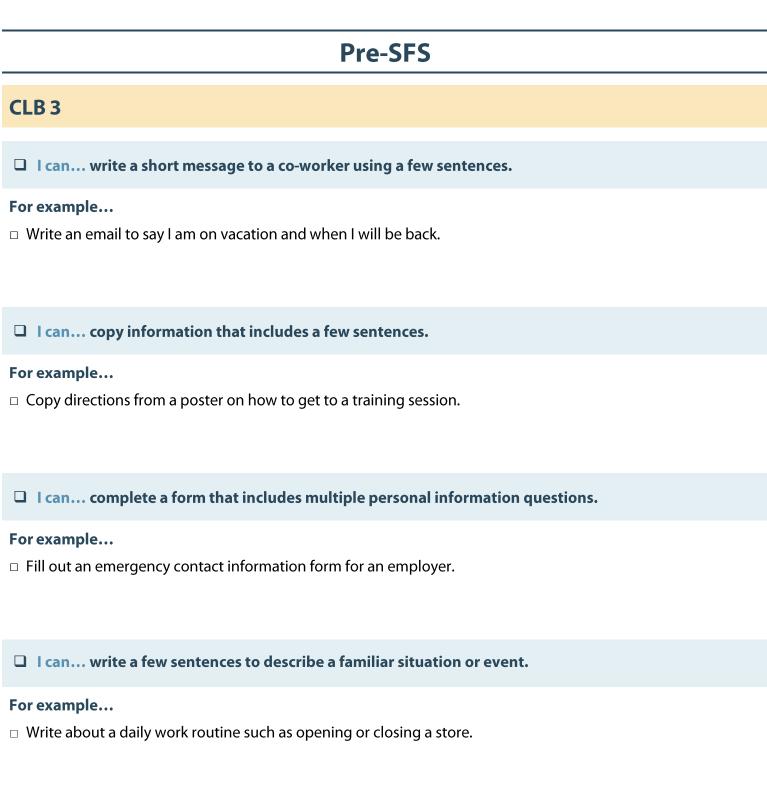
☐ I can... make a simple written request at work using several sentences.



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Writing



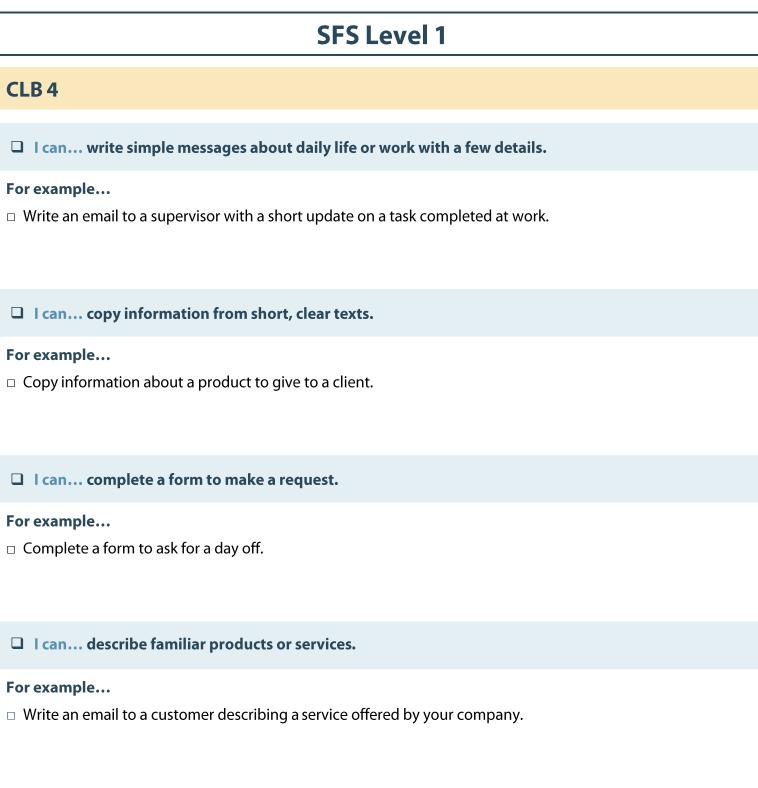




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Writing





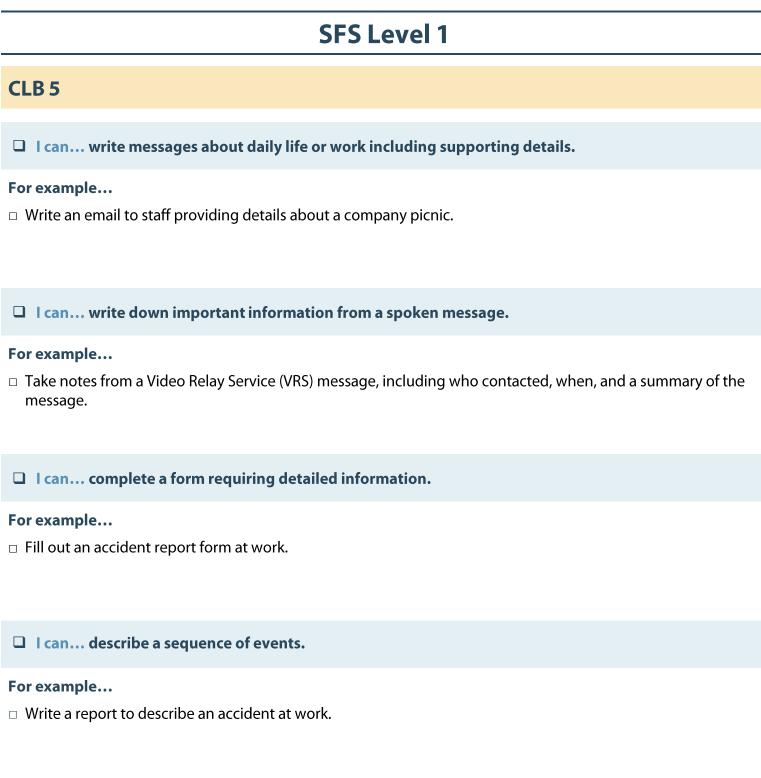


Canadä

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Writing



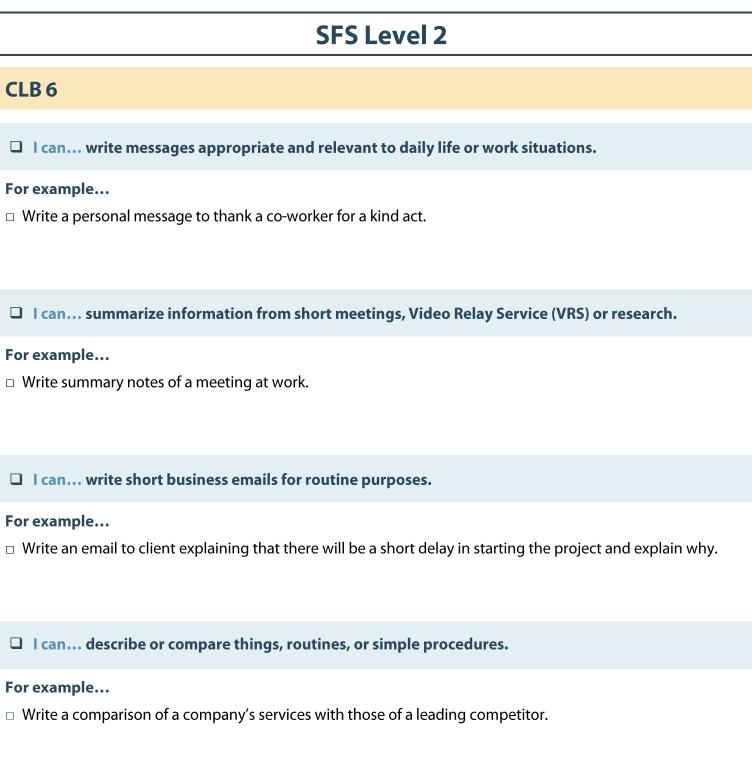


Canadä

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Writing





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Writing

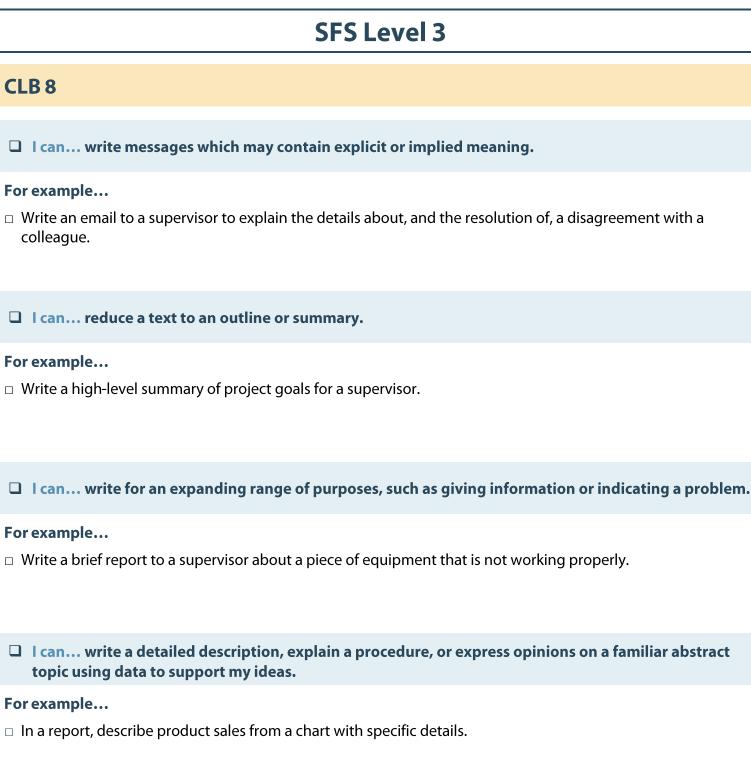


SFS Level 2 CLB 7 ☐ I can... write messages appropriate and relevant to the situation and audience. For example... □ Write an email to a colleague to express satisfaction about the successful completion of a project, explaining why it was successful and the positive impacts. ☐ I can... reduce information into notes with accurate details. For example... □ Take detailed notes during a short workplace presentation to share with an absent co-worker. ☐ I can... write an e-mail to pass on information, to make and respond to requests, recommendations, and warnings. For example... □ Write an email to report an incident, including a detailed narrative about the incident. I can... write to relate a familiar sequence of events, make a comparison, or provide a detailed description of a person, system, routine, or procedure. For example... □ Write a production report on work stoppage times and reasons.

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Writing

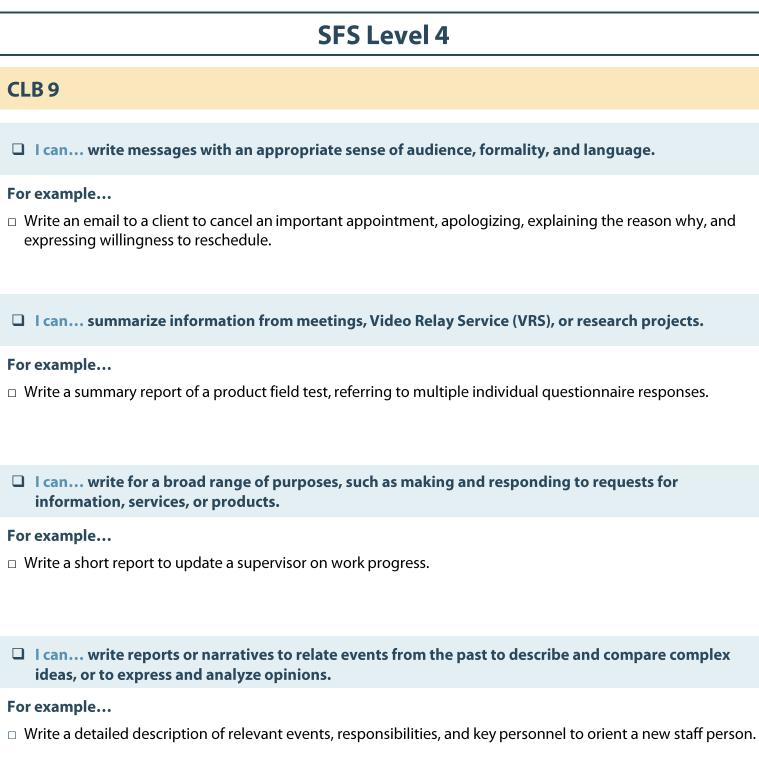




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Writing





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Writing



SFS Level 5 **CLB 10** ☐ I can... write messages in language appropriate to the occasion, intent and context. For example... □ Write a letter to a client to decline work on a project that would result in unreasonable expenses, tactfully explain the reasons and request consideration for future opportunities. ☐ I can... write an accurate outline, summary or abstract from multiple complex and extensive information sources. For example... □ Take notes from a complex presentation and organize them as an outline of main points and supporting details. ☐ I can... write for a broad range of purposes, such as giving instructions, or expressing and responding to complaints, claims or adjustments. For example... □ Write to a company that provided services that my team was unhappy with, expressing my dissatisfaction politely and recommending next steps. ☐ I can... write expository essays, inquiry papers, problem-solution papers, or analytic reports.

For example...

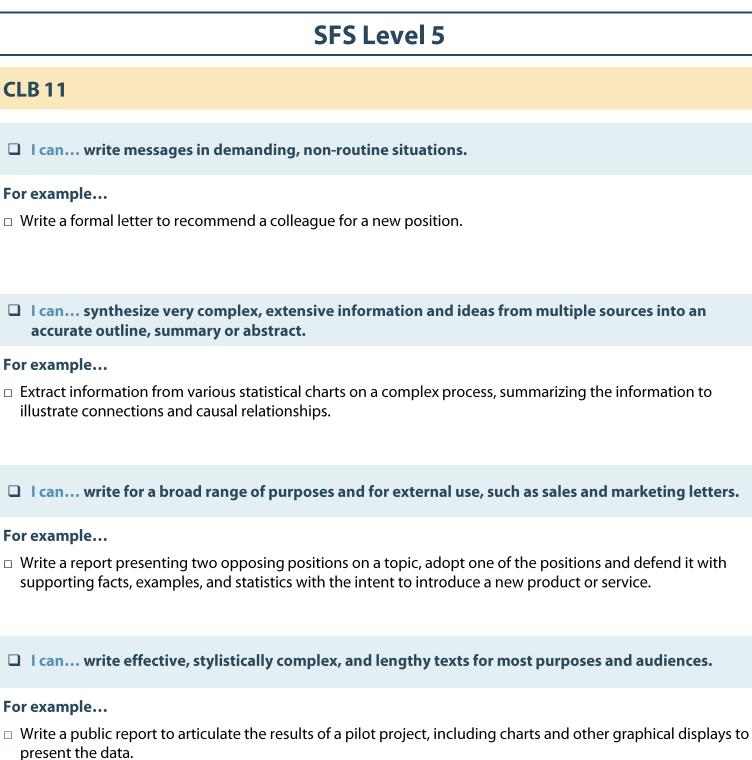
□ Write a consumer marketing research report for an employer, stating the purpose and nature of the research, the data collection methods, and provide an analysis of the data collected.



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SFS Level 5
CLB 12
☐ I can write complex messages with a clear sense of audience, formality and style for non-routine or specialized situations or tasks.
For example □ Write a proposal to request continued funding of a project, focusing on the positive outcomes of the project.
☐ I can evaluate, revise and edit very complex and extensive information from multiple writers.
For example Write a summary report that synthesizes information from three different studies on applied research finding in a subject area.
☐ I can write highly specialized, complex formal correspondence and documents.
For example □ Write an external evaluation report on a major project your firm completed.
☐ I can write, evaluate, and revise complex texts.
For example Write a report evaluating the past accomplishments and current status of a company, including statistics and

results from a complex research project.