



## Writing

### SFS Entry Level

#### CLB 1

☐ 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.





## Writing

### SFS Entry Level

#### CLB 2

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



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



☐ I can... complete a short form with personal information.



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





## Writing

### Pre-SFS

#### CLB 3

- ☐ **I can... write a short message to a co-worker using a few sentences.**

##### For example...

- ☐ Write an email to say I am on vacation and when I will be back.

- ☐ **I can... copy information that includes a few sentences.**

##### For example...

- ☐ Copy directions from a poster on how to get to a training session.

- ☐ **I can... complete a form that includes multiple personal information questions.**

##### For example...

- ☐ Fill out an emergency contact information form for an employer.

- ☐ **I can... write a few sentences to describe a familiar situation or event.**

##### For example...

- ☐ Write about a daily work routine such as opening or closing a store.



## Writing

### SFS Level 1

#### CLB 4

- ☐ **I can... write simple messages about daily life or work with a few details.**

##### For example...

- ☐ Write an email to a supervisor with a short update on a task completed at work.

- ☐ **I can... copy information from short, clear texts.**

##### For example...

- ☐ Copy information about a product to give to a client.

- ☐ **I can... complete a form to make a request.**

##### For example...

- ☐ Complete a form to ask for a day off.

- ☐ **I can... describe familiar products or services.**

##### For example...

- ☐ Write an email to a customer describing a service offered by your company.





## Writing

### SFS Level 1

#### CLB 5

- ☐ **I can... write messages about daily life or work including supporting details.**

##### For example...

- ☐ Write an email to staff providing details about a company picnic.

- ☐ **I can... write down important information from a spoken message.**

##### For example...

- ☐ Take notes from a voice mail message, including who called, when, and a summary of the message.

- ☐ **I can... complete a form requiring detailed information.**

##### For example...

- ☐ Fill out an accident report form at work.

- ☐ **I can... describe a sequence of events.**

##### For example...

- ☐ Write a report to describe an accident at work.



## Writing

### SFS Level 2

#### CLB 6

☐ **I can... write messages appropriate and relevant to daily life or work situations.**

**For example...**

- ☐ Write a personal message to thank a co-worker for a kind act.

☐ **I can... summarize information from short meetings, phone calls or research.**

**For example...**

- ☐ Write summary notes of a meeting at work.

☐ **I can... write short business emails for routine purposes.**

**For example...**

- ☐ Write an email to client explaining that there will be a short delay in starting the project and explain why.

☐ **I can... describe or compare things, routines, or simple procedures.**

**For example...**

- ☐ Write a comparison of a company's services with those of a leading competitor.



## 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.



## Writing

### SFS Level 3

#### CLB 8

- ☐ **I can... write messages which may contain explicit or implied meaning.**

##### For example...

- ☐ Write an email to a supervisor to explain the details about, and the resolution of, a disagreement with a colleague.

- ☐ **I can... reduce a text to an outline or summary.**

##### For example...

- ☐ Write a high-level summary of project goals for a supervisor.

- ☐ **I can... write for an expanding range of purposes, such as giving information or indicating a problem.**

##### For example...

- ☐ Write a brief report to a supervisor about a piece of equipment that is not working properly.

- ☐ **I can... write a detailed description, explain a procedure, or express opinions on a familiar abstract topic using data to support my ideas.**

##### For example...

- ☐ In a report, describe product sales from a chart with specific details.



## Writing

### SFS Level 4

#### CLB 9

- ☐ **I can... write messages with an appropriate sense of audience, formality, and language.**

##### For example...

- ☐ Write an email to a client to cancel an important appointment, apologizing, explaining the reason why, and expressing willingness to reschedule.

- ☐ **I can... summarize information from meetings, phone calls, or research projects.**

##### For example...

- ☐ Write a summary report of a product field test, referring to multiple individual questionnaire responses.

- ☐ **I can... write for a broad range of purposes, such as making and responding to requests for information, services, or products.**

##### For example...

- ☐ Write a short report to update a supervisor on work progress.

- ☐ **I can... write reports or narratives to relate events from the past to describe and compare complex ideas, or to express and analyze opinions.**

##### For example...

- ☐ Write a detailed description of relevant events, responsibilities, and key personnel to orient a new staff person.



## 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.





## Writing

### SFS Level 5

#### CLB 11

- ☐ **I can... write messages in demanding, non-routine situations.**

##### For example...

- ☐ Write a formal letter to recommend a colleague for a new position.

- ☐ **I can... synthesize very complex, extensive information and ideas from multiple sources into an accurate outline, summary or abstract.**

##### For example...

- ☐ Extract information from various statistical charts on a complex process, summarizing the information to illustrate connections and causal relationships.

- ☐ **I can... write for a broad range of purposes and for external use, such as sales and marketing letters.**

##### For example...

- ☐ Write a report presenting two opposing positions on a topic, adopt one of the positions and defend it with supporting facts, examples, and statistics with the intent to introduce a new product or service.

- ☐ **I can... write effective, stylistically complex, and lengthy texts for most purposes and audiences.**

##### For example...

- ☐ Write a public report to articulate the results of a pilot project, including charts and other graphical displays to present the data.





## Writing

### 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 findings 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.