

## NOVICE LOW

I can copy some familiar words, characters, or phrases.

**I can copy some characters or letters and words that I see on the wall or board, in a book, or on the computer.**

- I can copy the letters of the alphabet.
- I can copy the characters that I am learning.
- I can copy a simple phrase like “Happy Birthday,” “Happy Holidays,” etc.
- I can \_\_\_\_\_

**I can write words and phrases that I have learned.**

- I can write my name, home address, and my email address.
- I can write numbers such as my phone number.
- I can write the date and the day of the week.
- I can write the months and seasons.
- I can \_\_\_\_\_

**I can label familiar people, places, and objects in pictures and posters.**

- I can label famous landmarks and people.
- I can write the names of countries on a map.
- I can list items I see every day.
- I can label items in a room.
- I can \_\_\_\_\_

## NOVICE MID

I can write lists and memorized phrases on familiar topics.

**I can fill out a simple form with some basic personal information.**

- I can fill out a form with my name, address, phone number, birth date, and nationality.
- I can complete a simple online form.
- I can fill out a simple schedule.
- I can \_\_\_\_\_

**I can write about myself using learned phrases and memorized expressions.**

- I can list my likes and dislikes such as favorite subjects, sports, or free-time activities.
- I can list my family members, their ages, their relationships to me, and what they like to do.
- I can list my classes and tell what time they start and end.
- I can write simple statements about where I live.
- I can \_\_\_\_\_

**I can list my daily activities and write lists that help me in my day-to-day life.**

- I can label activities and their times in my daily schedule.
- I can write about what I do on the weekends.
- I can write a to-do list.
- I can write a shopping list.
- I can \_\_\_\_\_

**I can write notes about something I have learned using lists, phrases, and memorized expressions.**

- I can list the main cities of a specific country.
- I can write the phrases and memorized expressions connected with holiday wishes and celebrations in a specific country.
- I can create a list of topics or categories using vocabulary I have learned.
- I can write something I hear or have heard such as simple information in a phone message or a classroom activity.
- I can \_\_\_\_\_

**NOVICE HIGH**

I can write short messages and notes on familiar topics related to everyday life.

**I can write information about my daily life in a letter, blog, discussion board, or email message.**

- I can introduce myself.
- I can describe my family and friends.
- I can describe my school.
- I can describe where I work and what I do.
- I can \_\_\_\_\_

**I can write short notes using phrases and simple sentences.**

- I can write a postcard message.
- I can write a special occasion message such as a birthday or congratulatory note.
- I can write a short announcement, invitation, or thank-you note.
- I can \_\_\_\_\_

**I can write about a familiar experience or event using practiced material.**

- I can write what I do in class or at work.
- I can write what happens after school or during the weekend.
- I can write about a website, a field trip, or an activity that I participated in.
- I can \_\_\_\_\_

**I can write basic information about things I have learned.**

- I can write up a simple process like a science experiment.
- I can write about a topic from a lesson using pictures or photos.
- I can write about something I learned online, in a class, at work, or in the community.
- I can \_\_\_\_\_

**I can ask for information in writing.**

- I can request resources like brochures or posted information.
- I can request an appointment with a classmate, teacher, or colleague.
- I can request an application for a job, membership in a club, or admission to a school or program.
- I can \_\_\_\_\_

## INTERMEDIATE LOW

I can write briefly about most familiar topics and present information using a series of simple sentences.

### I can write about people, activities, events, and experiences.

- I can describe the physical appearance and personality of a friend or family member.
- I can write about a school, workplace, famous place, or place I have visited.
- I can write about a holiday, vacation, or a typical celebration.
- I can write about something I have learned.
- I can write about what I plan to do next in my life.
- I can \_\_\_\_\_

### I can prepare materials for a presentation.

- I can write out a draft of a presentation that I plan to present orally.
- I can write an outline of a project or presentation.
- I can write notes for a speech.
- I can \_\_\_\_\_

### I can write about topics of interest.

- I can write about a movie or a television show that I like.
- I can write about a famous athlete, celebrity, or historical figure.
- I can write a brief explanation of a proverb or nursery rhyme.
- I can write a simple poem.
- I can \_\_\_\_\_

### I can write basic instructions on how to make or do something.

- I can write the rules of a game.
- I can write about how to prepare something simple to eat.
- I can write about a simple routine, like getting lunch in the cafeteria.
- I can write simple directions to a nearby location or to an online resource.
- I can \_\_\_\_\_

### I can write questions to obtain information.

- I can post a question for discussion or reflection.
- I can develop a simple questionnaire or survey.
- I can \_\_\_\_\_

### INTERMEDIATE MID

I can write on a wide variety of familiar topics using connected sentences.

#### I can write messages and announcements.

- I can write a message to explain or clarify something.
- I can write about common events and daily routines.
- I can write an autobiographical statement for a contest, study abroad or other special program, or job application.
- I can write an invitation or flyer about an event I am planning.
- I can \_\_\_\_\_

#### I can write short reports about something I have learned or researched.

- I can write a short article on a current event.
- I can write about an academic subject, such as science, math, art, etc.
- I can write the minutes or a debrief from a club or other meeting.
- I can \_\_\_\_\_

#### I can compose communications for public distribution.

- I can create a flyer for an upcoming event at my school or at work.
- I can write a review of a movie, book, play, exhibit, etc.
- I can post an entry to a blog or a discussion forum.
- I can compose a simple letter, response, or article for a publication.
- I can contribute to a school or work publication.
- I can \_\_\_\_\_

### INTERMEDIATE HIGH

I can write on topics related to school, work, and community in a generally organized way.  
I can write some simple paragraphs about events and experiences in various time frames.

#### I can write about school and academic topics.

- I can write a simple summary about something I have learned.
- I can write a series of steps needed to complete a task, such as for an experiment.
- I can prepare notes for someone who was absent from class or school.
- I can write the content for a multi-media presentation, a handout, a synopsis, etc.
- I can \_\_\_\_\_

#### I can write about work and career topics.

- I can write a simple summary about an assignment or task that I've been asked to do.
- I can document the series of steps needed to complete a task or project.
- I can prepare notes for someone who is new or has been absent from a project, team, or work meeting.
- I can draft a work plan.
- I can write the content for a multi-media presentation, a handout, a synopsis, etc.
- I can \_\_\_\_\_

#### I can write about community topics and events.

- I can write a simple summary about something I have researched.
- I can write the content for a multi-media presentation, a handout, a synopsis, etc.
- I can write the series of steps needed to complete a task, such as for a community event or a fund raiser.
- I can summarize what has been happening in the community for someone who is new or has been away.
- I can \_\_\_\_\_

#### I can write about an entertainment or social event.

- I can summarize a conversation or interview that I had with someone.
- I can describe an event that I participated in or witnessed.
- I can write a brief summary of the plot of a movie or an episode of a TV show.
- I can \_\_\_\_\_

## ADVANCED LOW

I can write on general interest, academic, and professional topics.  
I can write organized paragraphs about events and experiences in various time frames.

### I can meet basic school and academic writing needs.

- I can revise class or meeting notes that I have taken for distribution.
- I can draft and revise an essay or composition as part of a school assignment.
- I can write an abstract for a science fair project, research study, or conference.
- I can write summaries or annotations for a research project.
- I can \_\_\_\_\_

### I can meet basic work and career writing needs.

- I can write an informational memo about a project or event.
- I can write summaries or a multi-step work plan for a new project.
- I can write brief job descriptions or performance reports.
- I can revise for distribution meeting notes that I have taken.
- I can draft and revise a resume or cover letter.
- I can \_\_\_\_\_

### I can meet basic social and civic writing needs.

- I can manage and edit an online journal, blog, or discussion forum.
- I can write an article about an event or project of a club or group.
- I can write a letter of advice or letter to the editor on a social, civic, or political issue.
- I can prepare reports and online communications for a social club, community, or political group.
- I can \_\_\_\_\_

**ADVANCED MID**

I can write on a wide variety of general interest, professional, and academic topics.  
I can write well-organized, detailed paragraphs in various time frames.

**I can write well organized texts for a variety of academic purposes.**

- I can write a research paper on a topic related to my studies or area of specialization.
- I can write a proposal for a project or a research study.
- I can write a newspaper and/or magazine article about an event, project, or research initiative.
- I can write content for instructional resources.
- I can \_\_\_\_\_

**I can write well organized texts for a variety of professional purposes.**

- I can write letters of recommendation.
- I can write a project proposal or a report.
- I can write about the results of a survey and the recommendations that might follow.
- I can write a statement for a job application.
- I can write performance reviews or project evaluations.
- I can write brochures or other resources for clients or customers.
- I can \_\_\_\_\_

**I can write well organized texts for a variety of general interest purposes.**

- I can write an article for a special interest magazine.
- I can write a family or community history.
- I can write brochures or other resources for community events or fundraising.
- I can write promotional materials.
- I can \_\_\_\_\_

**ADVANCED HIGH**

I can write extensively with significant precision and detail on a variety of topics, most complex issues, and some special fields of expertise.

**I can write using target language and culture conventions to present and elaborate a point of view.**

- I can write a position paper on an issue I have researched or related to my field of expertise.
- I can express a detailed point of view in a blog or other public forum.
- I can write an editorial piece in order to speculate on outcomes or implications of an issue.
- I can \_\_\_\_\_

**I can write using target language and culture conventions for informal purposes.**

- I can write a personal mission statement.
- I can write a statement of purpose related to my professional goals.
- I can write entries in a reflection journal.
- I can \_\_\_\_\_

**I can write using target language and culture conventions for formal purposes.**

- I can write an in-depth research paper.
- I can write a policy statement.
- I can contribute to a strategic plan.
- I can create a professional portfolio.
- I can \_\_\_\_\_

## SUPERIOR

I can write about complex and abstract issues ranging from topics of broad general interests to areas of specialized expertise using standard structure, lexicon, and writing protocols.

### I can write effectively about complex and abstract issues of general interest.

- I can write an analysis piece for a literary magazine or other similar publications.
- I can write a comprehensive policy statement challenging readers to consider multiple perspectives.
- I can write personal imaginative texts, such as a film or drama script, following established conventions of the genre.
- I can \_\_\_\_\_

### I can write about complex and abstract issues on academic and professional topics.

- I can write extensively on a concept or trend in my field of specialization.
- I can write an article for submission to a professional or specialized journal.
- I can write using specialized or professional vocabulary.
- I can write an academic thesis or dissertation.
- I can \_\_\_\_\_

### I can develop an argument using the writing mechanics and organizational style of the target language and culture.

- I can accurately apply the standard punctuation of the target language.
- I can write using appropriate grammatical structures of the target language.
- I can structure my prose to reflect the way in which arguments are structured and elaborated in target language writing.
- I can \_\_\_\_\_

## DISTINGUISHED

I can write about global issues from highly conceptualized and analytical perspectives. I can tailor my writing to sophisticated readers.

### I can craft texts using a variety of writing styles reflective of target culture patterns.

- I can use rhetorical devices to convey humor, irony, or satire.
- I can write metaphorically based on the cultural or historical context of the readership.
- I can use language that reflects nuances of the target culture as appropriate to the context and readership.
- I can \_\_\_\_\_

### I can write as succinctly or elaborately as required by the purpose of the writing.

- I can write a text as short as a poem or as long as a treatise.
- I can author persuasive and hypothetical discourse.
- I can write a persuasive communication.
- I can advocate a position that is not necessarily my own.
- I can \_\_\_\_\_

### I can write creatively.

- I can write in a thought-provoking manner.
- I can write in unconventional ways that surprise the reader.
- I can use structure and punctuation to enhance meaning.
- I can \_\_\_\_\_