

PRESENTATIONAL WRITING

Level 1

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 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 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 _____

Level 2

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 message.
- I can write a special occasion message such as a birthday or congratulatory note.
- I can write a short announcement or thank you note.
- I can _____

I can write basic information about things I have learned.

- I can write instructions on how to do something. 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 write about a topic from a lesson using pictures or photos.
- I can _____

I can ask for information in writing.

- I can request resources.
- I can request an appointment with a classmate, teacher, or colleague.
- I can _____

INTERMEDIATE LOW

I can write briefly about most familiar topics and present information

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

- I can describe the physical appearance and personality of a friend or a 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 simple poem.
- I can _____

I can write basic instruction 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 _____

Level 3

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 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 _____

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 _____

Level 4/AP

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.
- I can prepare notes for someone who was absent from class or school.
- I can write the content for a multimedia 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 write a goal plan.
- I can write the content for a multimedia 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 series of steps needed to complete a task, such as for a community event or a fundraiser.
- 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 _____

