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| **Proficiency Level** | **What does this level mean?** | **How can you move to the next level?** |
| **Novice Low** | You can write a few things about yourself.  You can list, name, and identify common things with single words.  You can copy some familiar words, characters, or phrases.  Your teacher and others who are used to the writing of language students can understand some of your writing. | Practice writing words and phrases. Make lists.  *Memorize common phrases and sentences you can use in your writing. Keep a list of fill-in-the-blank sentences (sentence frames) from classwork and homework and study by filling the blanks with different words. Check sentences to make sure they have a subject and a verb. Try to conjugate verbs when necessary. Don’t worry about mistakes at this point- just try to use the correct grammar and structures.* |
| **Novice Mid** | You can write some things about yourself.  You can list, name, and identify everyday things with words and phrases that you have learned.  You can write lists and memorized phrases on familiar topics.  You can use an occasional simple sentence.  Your teacher and others who are used to the writing of language learners can understand much of your writing. | Keep a word journal. Every time you learn a new word or phrase, add it to your journal. Practice combining your words and phrases to form simple sentences.  As often as possible write about yourself and your life. Write reminders to yourself, write comments, jot down questions that you want to remember to ask. Write as many sentences as you can. |
| **Novice High** | You can write about yourself and your life.  Much of the time you write well enough to express your own thoughts and accomplish what you need.  You write in phrases and some sentences.  You can write short messages and notes on familiar topics related to everyday life.  Your teacher and others who are used to the writing of language learners can understand your writing. | Keep writing more about topics. Add more information; use a variety of vocabulary. Make your writing more interesting by forming sentences or questions in different ways. When you don’t know a precise word, try using other words to say what you mean. Frequently review your writing for accuracy and correctness. *Try to include transition words. If you know expressions to express past or future, try to use them. Add more details to your sentences such as why, when, where, with whom, etc.* |
| **Intermediate Low** | You can write about yourself and your life.  You write well enough to ask simple questions and accomplish what you need.  You write in single sentences.  You can write briefly about most familiar topics and present information using a series of simple sentences *with some details*. *You are starting to use connectors, transitions, and various time frames.* Your teacher and others who are used to the writing of language learners can understand your writing. | Keep writing more about topics. Look for more outlets or opportunities to write to different people. As you review your writing, see if there are sentences or details that you can link together *to form a paragraph*. Try to add something more (another fact, thought, or even another question. *Try to incorporate grammatical structures you’ve learned about in class. Think about your ideas in Spanish instead of thinking in English and translating. Try to share opinions and reasoning in your writing.* |
| **Intermediate Mid** | You write about yourself and your life and occasionally topics beyond yourself.  You write well enough to accomplish what you need and pose simple questions.  You can write some longer sentences and connect some sentences together.  You can write on a wide variety of familiar topics using connected sentences.  You can use your language to express your own thoughts and sometimes add description and tell stories. People who are not used to the writing of language learners understand your writing some of the time. | Try putting sentences together using words such as “but” “because” and “when”. Practice writing questions in different ways. Keep adding new information so that everything is more complete and clear. Write about more topics.  Practice adding words to be more specific in describing things (quality, quantity, size) or to accomplish what you need (when or in what order). Think about the sequence in an event, story, or process and practice writing about it. Use words like “then” “so” “afterwards” and “finally”. Ask more specific questions to get more detailed information.  Practice writing stories from beginning to end. Once you’ve written the outline of a story, go back, and write each section adding as much detail as you can. Observe the people, places, and things you see every day, and practice writing detailed descriptions. Practice writing about topics beyond your immediate environment. Pretend you’re in a situation where you need to do or get something and a problem arises. Practice offering written solutions to problems. |
| **Intermediate High** | You write about yourself and your life and a number of topics beyond yourself.  Most of the time you can write well enough to tell stories, describe people, places, and things, and report events. You write in well-connected sentences and some paragraphs.  You can write on topics related to school, work, and community in a generally organized way.  You can write some simple paragraphs about events and experiences in various time frames.  People who are not used to language learners understand your writing most of the time. | Practice writing more complete stories about things that are happening, happened or will happen. Describe things in a way that the person you’re writing to can form a mental picture. Practice adding examples and details as often as you can. Report on events beyond your immediate environment. Imagine trying to deal with a problem; explain in detail the circumstances and propose a variety of solutions. |
| **Advanced** | You are able to meet basic work and/or academic writing needs.  You have the ability to narrate and describe in all major time frames and can compose summaries on familiar topics and some unfamiliar topics of interest. Your writing is of paragraph length and you can incorporate a limited number of cohesive devices demonstrating good control of common structures and vocabulary associated with the Advanced level.  You can write on general interest, academic, and professional topics.  You can write organized paragraphs about events and experiences in various time frames.  Your writing is understood by native speakers who are not accustomed to the writing of non-native speakers. | Continue developing your writing skills in extended narration and expanding your ability to write on topics of a more specific nature. You might practice by writing about issues within the community or the world. Write about topics that are dealt with from an abstract perspective, or issues that require one to support an opinion or hypothesize. |