

Writing Level 2

These checklists are examples only. Please adapt the contents to suit the contexts of individual learners and your organization.



Skills and Goals Checklist

Learner can...	Yes	No	Would like to learn	Portfolio item that shows mastery of this skill
Use an intermediate dictionary, online or hard copy, to find definitions and confirm spelling.				
Use a beginners thesaurus, online or hard copy, to find synonyms and antonyms for familiar words.				
Apply prefixes and suffixes to root words to build vocabulary.				
Self-correct spelling, grammar, and punctuation errors.				
Write well-written paragraphs on a variety of topics.				
Use adjectives and adverbs to develop descriptive paragraphs.				
Use coordinate and subordinate conjunctions for sentence variety.				
Identify basic parts of speech.				
Use a variety of verb tenses: simple, past, future, perfect, and conditional.				
Write poetry or lyrics for a song and identify basic figures of speech.				
Use pre-writing strategies to develop the writing process.				
Write narrative, descriptive, persuasive, and expository paragraphs.				
Correct fragments and run-on sentences.				
Write about an event in time order sequence.				
Interpret data from a survey, graph, or chart to write a summary of the information.				
Complete forms, e.g., new patient form, driver training application, work order forms.				





Skills and Goals Checklist

Learner can...	Yes	No	Would like to learn	Portfolio item that shows mastery of this skill
Search online for a variety of writing samples and analyze the writer's audience and purpose.				
Develop note-taking skills while listening to the instructor or guest speakers.				
Keep a reflective blog on a specific topic for a portfolio				
Write emails and send to other learners and/or the instructor.				
Select a job posting online or in a newspaper and complete an application form.				
Write a basic cover letter and resume for work preparation.				
Write interview questions that an employer might ask. Then, write the responses.				
Create basic Word documents.				
Use the grammar check, spell check, and thesaurus in a word processing computer program.				
Develop a portfolio for personal interest and/or work preparation.				
Research and write notes about the company, e.g. their values, hours of operation, shifts, safety and human rights records, benefits, educational options, wages. (Advanced Level 2)				
Write a book report on a book read for enjoyment and present the report to others. (Advanced Level 2)				