

Self-assessment Checklist for Writing

Here's how to use this checklist. You may want to make a photocopy of it so that more than one person can use it. You might also want to use pencil, so that you can erase your answers and use the checklist again.

1. Read each statement, and for each one circle the number which you feel best expresses how well you think you do *when actually using the target language in specific, real-life situations*.
2. If you feel that a statement describes something you would never want to do in the language, disregard it.
3. Go back and look at your answers for each level. For example, look at the Intermediate Level tasks. If you have marked yourself as at least *adequate* for nearly all of the items then you can assume that you have achieved that level of proficiency. If you have marked yourself as adequate for about half of the items, you may be in the upper range of the next lowest level.
4. Record your assessment of your level on the proficiency summary worksheet. (You may also want to photocopy that sheet and keep the original as a master copy.)

Writing Tasks

Novice Level

1. I can fill out hotel registration forms

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can fill out travel documents

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can write words or sentences I know how to say

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can write dates and numbers

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Intermediate Level Tasks

1. I can write short, simple personal letters about my personal preferences, daily routine or everyday events

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can write down telephone messages

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can write postcards

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can write short synopses of something I have read

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can take class or lecture notes on familiar topics

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can write simple descriptions of things, people or places

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can write simple paraphrases of something I hear

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I can write short essays about my life, work, or experience

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Advanced Level Tasks

1. I can write routine social correspondence

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can write a discourse of at least several paragraphs in length on familiar topics

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can write a detailed summary and résumé

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can write stories or anecdotes about things that have happened to me

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can write straightforward, informal business letters

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

6. I can write concrete facts about my special interests or fields of competence

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

7. I can take lecture notes

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

8. I can write cohesive summaries and résumés of things I have read or heard

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

9. I can write descriptions of persons, places, activities

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Superior Level Tasks

1. I can write any type of social and business correspondence

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can write memos

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can write short research papers

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can write statements of my position in areas of special interest or in my professional field

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can write an essay

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

Distinguished Level Tasks

1. I can write letters to the editor

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

2. I can write articles for professional journals

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

3. I can write a short story

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

4. I can write poetry or lyrics to a song

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well

5. I can write a play

1	2	3	4	5	6
not at all	barely	somewhat	adequately	well	extremely well