

# Designing Proficiency-Oriented Writing Tasks at the **Advanced Level**



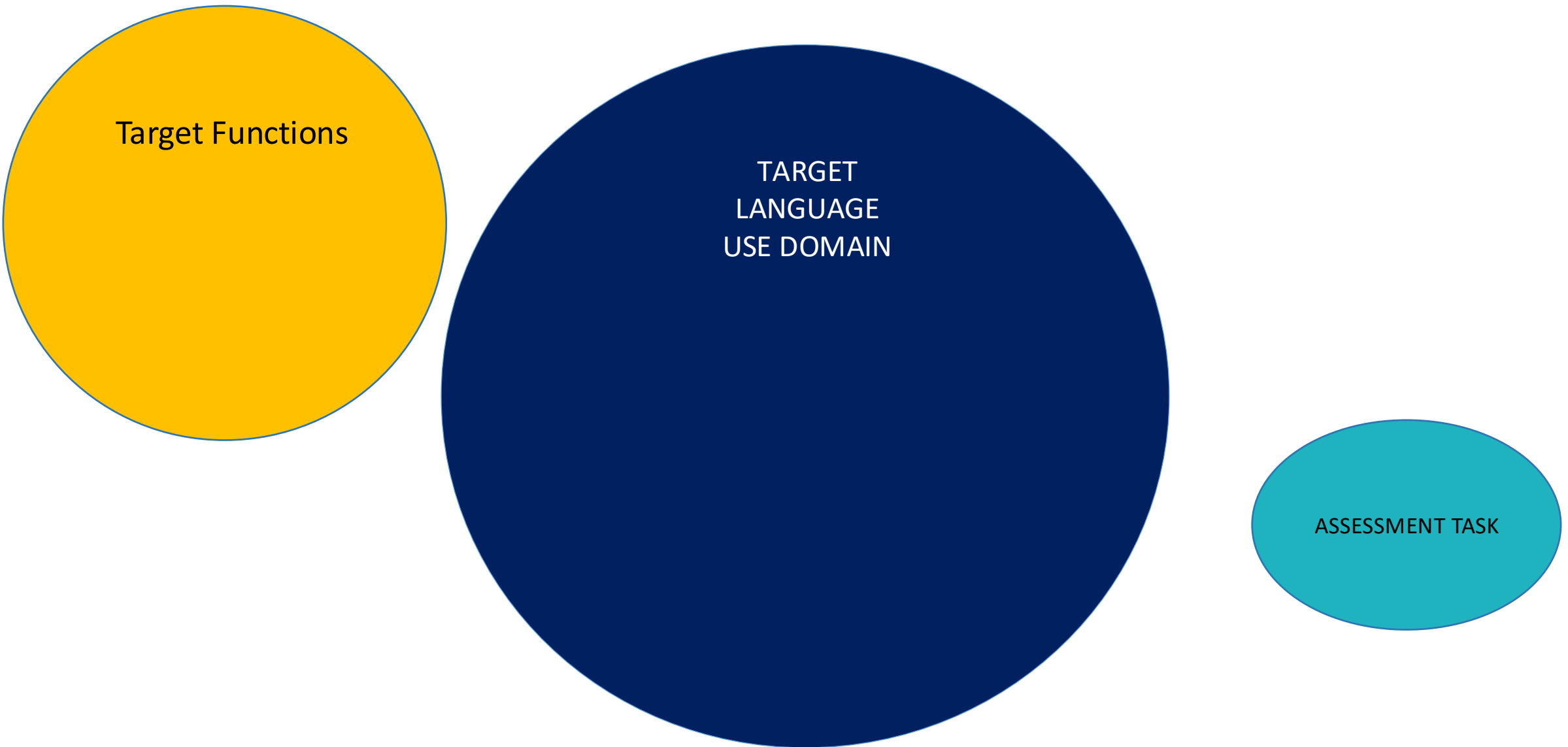
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SEALC Speaking & Writing Proficiency Assessment Design Workshop



# Designing Useful Assessment Tasks



What do we write?

Why do we write?

How do we write?

To Whom Do Write?

| Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Topics/Context                                                                                                                                                                                                                                                                                                                                                                                                               | Assessment Task Types                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Response Types                                                                                                                                                            | Evaluation Criteria                                                                                                                                                                                                                                                                                    | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Can narrate information in writing on personal topics as well as topics of community, national, or international interest in major past, present and future time frames</li><li>• Can describe/compare processes, systems or people and places in great detail</li><li>• Can deal with/ get through a social and academic/ professional situation with an unexpected complication (i.e. unexpected turn of events necessitating negotiation)</li></ul> | <p>Topics: a wide variety of familiar and general interest, concrete topics; most informal and some formal/ professional/ academic settings</p> <ul style="list-style-type: none"><li>• Personal (academic life, work situation or future plans, trips, childhood experiences)</li><li>• Public interest (current events, systems such as political elections or public transportation, campus or societal issues)</li></ul> | <p>Ideas for prompts (Use GRASPS to turns ideas to prompts.)</p> <ol style="list-style-type: none"><li>1. A letter to a friend comparing two places/ experiences/ processes, etc.</li><li>2. An essay to a magazine/ journal (e.g. a travel journal) describing an experience</li><li>3. A letter to the editor describing a problem (not arguing for solution - belongs to Superior)</li><li>4. A letter to a company or agency about a problem caused by their policies</li></ol> | <ul style="list-style-type: none"><li>• Cohesive, organized narrations and descriptions</li><li>• Appropriate questions and pragmatics to get through situation</li></ul> | <ul style="list-style-type: none"><li>• Comprehensible to any audience, although there are still errors</li><li>• Breadth of variety in content/topics</li><li>• First-language influence on syntax and grammar</li><li>• Generally consistent and correct usage of register/formal language</li></ul> | <ul style="list-style-type: none"><li>• Must include evidence of the ability to narrate in the past</li><li>• Note we are not testing for verb TENSES, rather marking TIME FRAMES correctly.</li><li>• The test taker must indicate some knowledge of the topics used at the Advanced level, optimally these topics emerge in Intermediate-level questions and are spiraled.</li><li>• If speaker lacks vocabulary, they may have ability to use circumlocution.</li></ul> |

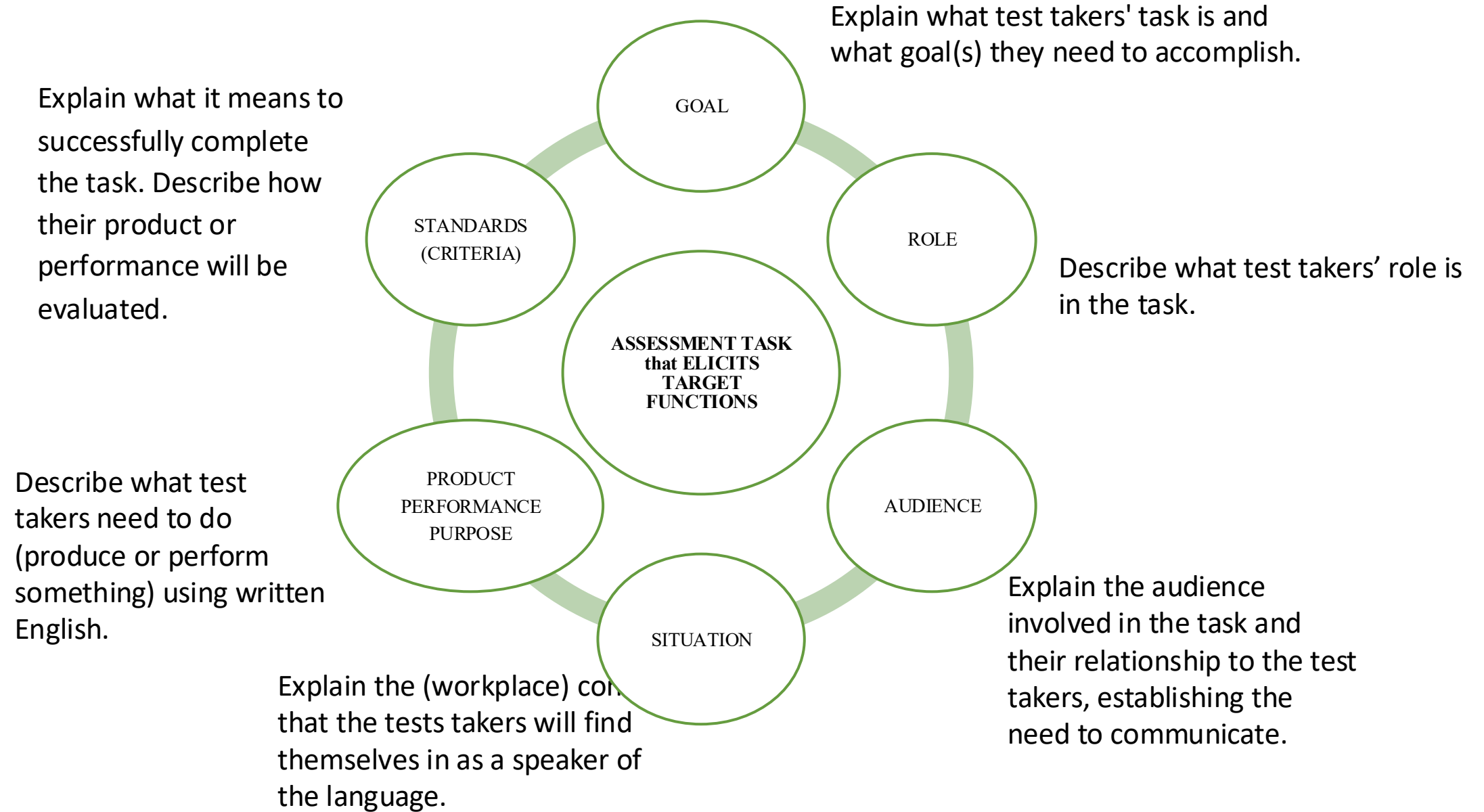
# Advanced Tasks

**Do you agree or disagree with the following statement?**

Television advertising directed towards young children (aged two to five) should not be allowed.

Use specific reasons and examples to support your answer.

# Task Development Framework: GRASPS Model



## SAMPLE PROMPT 1

While **living in X as Y**. You've been asked to contribute to **a/an X travel blog** by writing an entry about a recent trip you took (in the **X** or abroad) during which something unforgettable happened. Explain where you went and what happened. Be sure to provide detailed and interesting information about the place.

## SAMPLE PROMPT 2

Your pen pal **from X** will be studying at your institution for a year through the **X program**. She has never been to the **X** and needs more information than what is available on the university website.

To help her adjust to her new environment, write a detailed email in which you:

- Describe the campus and the surrounding neighborhood in detail.
- Explain the typical challenges faced by students who have never lived in this neighborhood or in your city before.

## SAMPLE PROMPT 3

You are an exchange student studying **at X University in Y**. You missed the deadline to submit the required materials for your final project in one of your courses.

To address the situation professionally, write an email to your professor in which you:

- Explain clearly why you were unable to submit the materials on time.
- Describe the specific complication that caused the delay.
- Politely request guidance/negotiate what steps you (should) take next.

# Develop THREE Advanced Writing Tasks

Create your prompt scenarios  
for various contexts & topics

Transactional Context

Social Context/ Public Issue

Academic/professional  
Context

# Define Topic & Contexts for these Writing Tasks

1. A letter to a company or agency about a problem caused by their policies
2. A letter to the editor describing a problem (not arguing for solution - belongs to Superior)
3. A letter to a friend comparing two places/ experiences/ processes, etc.
4. An essay to a magazine/ journal (e.g. a travel journal) describing an experience
5. A cover letter/letter of intent to apply for an internship/scholarship