

OREGON EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS

ABE/GED Writing

2009-2010

Descriptors

CASAS

Oregon Educational Functioning Level Descriptors ABE/GED Writing

Federal Ed Functioning Level	CASAS FWA – Picture (ABE/GED)	Educational Functioning Level Descriptors
Beginning Literacy	200 and below	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Recognizes and writes letters and numbers 2. Writes and signs own name. 3. Writes own address and date correctly. 4. Fills in basic personal information forms with some assistance. 5. Writes simple lists of familiar items (e.g., telephone numbers, shipping lists). 6. Writes simple phrases based on familiar vocabulary. 7. Generally can write letters, numbers and a limited number of basic sight words and simple sentences related to immediate needs. 8. Can fill in basic personal information on simplified forms including signature and date. 9. Writes very simple notes (e.g., a note to a co-worker or child’s teacher). 10. Can make simple entries on a work log form. 11. Can complete a simple inventory form. 12. Can handle only the most basic written communication in English in routine entry-level jobs in which all tasks can be demonstrated.
Beginning Basic	201-225	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Can write simple notes and messages based on familiar situations. 2. Completes short work orders. 3. Fills out forms requiring basic personal information. 4. Takes simple phone messages. 5. Can handle jobs or job training involving some simple written communication.
Low Intermediate	226-242	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Can write simple notes and messages based on familiar situations. 2. Completes short work orders 3. Fills out forms requiring basic personal information. 4. Takes simple phone messages. 5. Can handle jobs or job training involving some simple written communication.

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High Intermediate	243-260	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Can write short routine work memos or reports. 2. Can write e-mail messages. 3. Can fill out basic medical forms and job applications. 4. Can describe basic work procedures in writing. 5. Can complete incident report forms. 6. Can make log entries to document work activities. 7. Can take notes and phone messages. 8. Can write personal notes or letters. 9. Generally able to begin General Education Development (GED) preparation. 10. <i>May</i> be able to pass the writing section of the GED test.
Low Adult Secondary	261-270	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Generally can perform writing tasks, such as most letters, logs, memos, and forms, with reasonable accuracy to meet most personal and employment-related needs. 2. Can take notes from meetings and recorded messages. 3. Can describe work or training procedures including basic safety directives, job aids, and maintenance instructions in writing. 4. Can state personal and employment goals in writing. 5. Able to successfully complete the writing section of the Tests of General Educational Development (GED Tests).
High Adult Secondary	271 and above	<p>CASAS ability at this level:</p> <ol style="list-style-type: none"> 1. Generally can perform writing tasks, such as most letters, logs, memos, and forms, with reasonable accuracy to meet most personal and employment-related needs. 2. Can take notes from meetings and recorded messages. 3. Can describe work or training procedures including basic safety directives, job aids, and maintenance instructions in writing. 4. Can state personal and employment goals in writing. 5. Able to successfully complete the writing section of the Tests of General Educational Development (GED Tests).