

OREGON EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS

ABE/GED Writing

2007-2008

Descriptors

**HSWA
CASAS**

**Oregon Educational Functioning Level Descriptors
ABE/GED Writing**

Federal Ed Functioning Level	CASAS FWA – Picture (ABE/GED)	HSWA (ABE/GED)	Educational Functioning Level Descriptors
Beginning Literacy	200 and below	1	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. Writing lacks purpose of development. 2. Dominant feature of the writing is the absence of control or structure or the conventions of Standard Written English. 3. Deficiencies are so severe that the writer’s ideas are difficult or impossible to understand. <p>.....</p> <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	2	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. Writing is characterized by a lack of organization or inadequate support for ideas. 2. Paper development is usually superficial or unfocused. 3. Errors in the conventions of Standard Written English may seriously interfere with the overall effectiveness of the paper. <p>.....</p> <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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Low Intermediate	226-242	3	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. The Level-3 paper usually shows some evidence of planning, although the development is insufficient. 2. Supporting statements may be limited to a listing or a repetition of ideas. 3. Often demonstrates repeated weaknesses in the conventions of Standard Written English. <p>.....</p> <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.
High Intermediate	243-260	4	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. Paper shows evidence of writer's organizational plan. 2. Support, though adequate, tends to be less extensive or effective than that found in the Level-5 paper. 3. Generally observes the conventions of Standard Written English. 4. Errors are not severe enough to interfere significantly with the writer's main purpose. <p>.....</p> <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.

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Low Adult Secondary	261-270	5	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. Clearly organized with effective support for each of the writer's major points. 2. Writing offers substantive ideas but lacks the fluency found in the Level-6 paper. 3. There are some errors, but conventions of Standard English are consistently under control. <p>.....</p> <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	6	<p>HSWA ability at this level:</p> <ol style="list-style-type: none"> 1. Offers sophisticated ideas within an organizational framework that is clear and appropriate for the topic. 2. Supporting statements are particularly effective because of their substance, specificity, or illustrative quality. 3. The writing is vivid and precise, although it may contain an occasional error in the conventions of Standard Written English. <p>.....</p> <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).