

**OREGON EDUCATIONAL FUNCTIONING LEVEL DESCRIPTORS**

**ESL Writing**

**2009-2010**

**Descriptors**

**CASAS**

**Oregon Educational Functioning Level Descriptors  
ESL Writing**

<b>Federal Ed Functioning Level</b>	<b>CASAS FWA - Picture (ESL)</b>	<b>Educational Functioning Level Descriptors</b>
<b>Beginning Literacy</b>	N/A	<ol style="list-style-type: none"> <li>1. Copies letters and numbers</li> <li>2. Copies basic personal identification information onto a form with assistance.</li> <li>3. Copies lists of familiar words.</li> <li>4. May not be literate in any language.</li> <li>5. No writing ability whatsoever.</li> </ol>
<b>Low Beginning</b>	136	<ol style="list-style-type: none"> <li>1. Recognizes and writes letters and numbers</li> <li>2. Writes and signs own name.</li> <li>3. Writes own address and date correctly.</li> <li>4. Fills in basic personal information forms with some assistance.</li> <li>5. Writes simple lists of familiar items (e.g., telephone numbers, shipping lists).</li> <li>6. Writes simple phrases based on familiar vocabulary.</li> </ol>
<b>High Beginning</b>	146-200	<ol style="list-style-type: none"> <li>1. Generally can write letters, numbers and a limited number of basic sight words and simple sentences related to immediate needs.</li> <li>2. Can fill in basic personal information on simplified forms including signature and date.</li> <li>3. Writes very simple notes (e.g., a note to a co-worker or child's teacher).</li> <li>4. Can make simple entries on a work log form.</li> <li>5. Can complete a simple inventory form.</li> <li>6. Can handle only the most basic written communication in English in routine entry-level jobs in which all tasks can be demonstrated.</li> </ol>
<b>Low Intermediate</b>	201-225	<ol style="list-style-type: none"> <li>1. Can write simple notes and messages based on familiar situations.</li> <li>2. Completes short work orders.</li> <li>3. Fills out forms requiring basic personal information.</li> <li>4. Takes simple phone messages.</li> <li>5. Can handle jobs or job training involving some simple written communication.</li> </ol>
<b>High Intermediate</b>	226-242	<ol style="list-style-type: none"> <li>1. Can write simple notes and messages based on familiar situations.</li> <li>2. Completes short work orders</li> <li>3. Fills out forms requiring basic personal information.</li> <li>4. Takes simple phone messages.</li> <li>5. Can handle jobs or job training involving some simple written communication.</li> </ol>

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<b>Advanced ESL</b>	243-260	<ol style="list-style-type: none"> <li>1. Can write short routine work memos or reports.</li> <li>2. Can write e-mail messages.</li> <li>3. Can fill out basic medical forms and job applications.</li> <li>4. Can describe basic work procedures in writing.</li> <li>5. Can complete incident report forms.</li> <li>6. Can make log entries to document work activities.</li> <li>7. Can take notes and phone messages.</li> <li>8. Can write personal notes or letters.</li> <li>9. Generally able to begin General Education Development (GED) preparation.</li> <li>10. <i>May</i> be able to pass the writing section of the GED test.</li> </ol>