Writes Clearly and Concisely - Foundation Skills Framework and CCR Alignment

FSF Skill Competency W 2.1: Applies principles of Standard English language usage, grammar, mechanics, & spelling in written work		
Competency Benchmark	**CCR Strand and Anchors Standards**	**Level**
Correctly uses capital letters and marks of punctuation	*Language Standards* • CCR Anchor 2: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	A-E
	Writing Standards • CCR Anchor #5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	B-E
Correctly spells familiar words	*Language Standards* • CCR Anchor 2: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	A-E
	Writing Standards • CCR Anchor #5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	B-E
Approximates spelling of unfamiliar words	*Language Standards* • CCR Anchor 2: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.	A
Applies Standard English usage for verbs and pronouns	*Language Standards* • CCR Anchor 1: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.	A-D
	Writing Standards • CCR Anchor #5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.	B-E
Recognizes audience	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	C-D
	• CCR Anchor 5: CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	D-E

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FSF Skill Competency W 2.1: Applies principles of Standard English language usage, grammar, mechanics, & spelling in written work		
FSF Skill Competency W 2.2: Demonstrates knowledge of basic writing concepts		
Competency Benchmark	**CCR Strand and Anchor Standard**	**Level**
Identifies various purposes for writing	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	B-D
	• CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	E
Identifies various audiences for written work	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	C-D
	• CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	E
Identifies procedures for producing final document (pre-writing, drafting, revising)	*Writing Standards* • CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	B-E
Uses appropriate writing style for audience and purpose	*Writing Standards* • CCR Anchor 2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.	D-E
	• CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	D-E
Writes a variety of complete simple sentences	*Language Standards* • CCR Anchor 1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	A-B
Writes simple, organized paragraphs	*Writing Standards* • CCR Anchor 2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.	B-C

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FSF Skill Competency W 2.1: Applies principles of Standard English language usage, grammar, mechanics, & spelling in written work		
Uses descriptive language to convey shades of meaning	*Language Standards* • CCR Anchor 1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking. • CCR Anchor 3: Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening. • CCR Anchor 5: Demonstrate understanding of figurative language, word relationships, and nuances in word meanings.	E C A-B
Writes complex paragraphs, including stated and implied main ideas and details	*Writing Standards* • CCR Anchor 2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.	D-E
Applies basic organization and structure for clarity and accuracy (job specific)	*Writing Standards* • CCR Anchor 2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content. • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. Language Standards • CCR Anchor 3: Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.	B-C C-E C-D

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FSF Skill Competency W 2.3: Demonstrates knowledge of concepts about writing in a variety of situations		
Competency Benchmark	**CCR Strand and Anchor Standard**	**Level**
Analyzes audience and purpose for writing & applies appropriate style	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	D-E
Writes accurate notes and messages for different audiences	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	C-E
Completes simple documents & forms completely and accurately	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	B-C
Completes complex documents and forms completely and accurately	*Writing Standards* • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	D-E
Writes accurate and complete reports, including relevant and important details	Writing Standards • CCR Anchor 2: Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content. • CCR Anchor 4: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. • CCR Anchor 6: Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.	D-E D-E D-E

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FSF Skill Competency W 2.4: Uses proofreading skills to correct written work		
Competency Benchmark	**CCR Strand and Anchor Standard**	**Level**
Recognizes and corrects errors in specific language conventions (subject-verb agreement)	*Writing Standards* • CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. *Language Standards* • CCR Anchor 1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	B-E A-D
Recognizes and corrects errors in grammar, syntax, punctuation, and spelling	*Writing Standards* • CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. *Language Standards* • CCR Anchor 1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking. • CCR Anchor 2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing.	B-E A-E A-E
Proofreads and uses appropriate resources to correct errors	*Language Standards* • CCR Anchor 2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. • CCR Anchor 4: Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials, as appropriate.	B C-E
Revises materials to be concise, clear, and consistent	*Writing Standards* • CCR Anchor 5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. *Language Standards* • CCR Anchor 3: Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.	B-E C-D