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Exemplars for the Productive Skills

The exemplars for the productive skills are examples of learner discourse (spoken or written) that have been assigned benchmarks by CLB experts according to the Speaking and Writing Profiles of Ability.

Speaking Exemplars

There are twelve primary Speaking exemplars on the DVD that accompanies this kit. Each primary exemplar is identified on the DVD menu by the benchmark that it represents.

In addition, there are ten secondary Speaking samples on the DVD. These secondary samples are identified on the DVD menu by letters. The benchmark assigned to each secondary sample is shown in the chart below.

Secondary Sample	Speaking Benchmark
Sample A	7
Sample B	9
Sample C	6
Sample D	12
Sample E	6
Sample F	7
Sample G	4
Sample H	6
Sample I	4
Sample J	7

Writing Exemplars

There are twelve primary Writing exemplars in this kit. Each primary exemplar is identified by the benchmark that it represents.

Page numbers to locate the primary exemplars are shown in the following chart.

Primary Sample	Page
Benchmark 1	185
Benchmark 2	187
Benchmark 3	190
Benchmark 4	193
Benchmark 5	196
Benchmark 6	199
Benchmark 7	206
Benchmark 8	212
Benchmark 9	217
Benchmark 10	222
Benchmark 11	229
Benchmark 12	236

In addition, there are seven secondary Writing samples. These samples are included for supplementary support and practice. Three of them have assigned benchmarks and four of them do not.

Secondary Sample	Writing Benchmark	Page
Sample A	12	244
Sample B	9	251
Sample C	7	258
Sample D	Not assigned	265
Sample E	Not assigned	271
Sample F	Not assigned	276
Sample G	Not assigned	283

Writing Benchmark I

Instructions: Complete your grocery list.

1.	Bread
2.	Apples
3.	<u>milk</u>
4.	<u>bannan</u>
5.	<u>keret</u>
6.	<u>sup</u>
7.	<u>sugur</u>
8.	<u>pop</u>
9.	<u>stoslery</u>

Writing Benchmark 1 (continued)

Instructions: Write about you. Write 4 sentences.

name is Viktoria.

I am liv Toronto Canada

I born Ukraine

I married

I am economet.

Writing Benchmark 2

Instructions: Complete your grocery list.

1. Bread
2. Apples
3. Reise
4. ~~Robb~~ Carrot
5. Chesse
6. Milk
7. Tomamo
8. Corn
9. 2is cream

Writing Benchmark 2 (continued)

Instructions: Write about you. Write 4 sentences.

My name is Elena.

My Family is small.

My daughter is nice.

I am a student.

Writing Benchmark 2 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

My Room is cold.
It is the problem.
Giv my the master, please

Writing Benchmark 3

Instructions: Complete your grocery list.

1.	Bread
2.	Apples
3.	<u>milk</u>
4.	<u>oranges</u>
5.	<u>banana</u>
6.	<u>meat</u>
7.	<u>tomato</u>
8.	<u>spaggette</u>
9.	<u>[REDACTED]</u>

Writing Benchmark 3 (continued)

Instructions: Write about you. Write 4 sentences.

My name is TRINA.

I am 44 years old.

I have a son, his name is
Vlad.

I am from RASSAN.

I like rock climbing and
traveling.

My friends are Senia and
Lila in Canada.

I meet a lot of nice people
in Toronto.

Writing Benchmark 3 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

My name Irina [REDACTED], I ~~can~~
~~rent~~ rent apartment in N304
in your building, [REDACTED]
[REDACTED].

Heat in my apartment is not
working. It is a cold winter and
temperature in my apartment is
cold.

~~When~~ When you would like
help me ~~with~~ ^{repair} this problem.

IRINA [REDACTED]

Writing Benchmark 4

Instructions: Write about you. Write 4 sentences.

I am Réza. I am from

Iran. I was born 1953.

I was graduated high

school in 1971 and university

in 1976. I have 2 daughters.

I arrived Canada one year

ago. Canada is good

country for future. It is

my new life. I am

looking to better future.

Writing Benchmark 4 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I live in apartment 505.
I have a problem. Recently
my apartment is very cold, I
think heat system does not work.
Sometimes I hear a bad noise.
I hope you will be good at
your job. Would you mind
check that heat and fixing
it. I worry for health
of my family. Thanks!
Sincerely
tenant 505

Writing Benchmark 4 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

my opinion about global warming is not part of earth's natural climate change. The global warming is the some industrals that makes polution. The layer ozone has distrayed and the ice pole melting. When melting there is a site effect increase the heat in the earth. We must control gas industrals because of it will make air is not clean. We must think about futur for the children.

Writing Benchmark 5

Instructions: Write about you. Write 4 sentences.

My I am Fatoumata, I'm
student at [REDACTED]
I have been in Toronto for four
months and I'm happy to be here.
I hope to improve my english
quickly and find a good job.

Writing Benchmark 5 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I told you last week, the heat in my apartment still doesn't work, and it is so cold inside.

I think it's because of the power button, some times, when I turne it on it works few minutes and the it turne off by it selfe.

Please let me know when you book an appoitment with someone about that.
Thank you.

Writing Benchmark 5 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

I think that global warming is an international crisis requiring immediate action.

Maybe, the small part of it is part of the earth's natural climate change, and there is nothing we can do about it.

But I think we are sensible of the principal responsible.

Human product many things which isn't good for the nature and some people never make attention about it.

They use natural product without thinking about consequence.

Writing Benchmark 6

Instructions: Write about you. Write 4 sentences.

Hi, My name is Purvi.
I was a teacher in backhome.
I have five years experience as a
teacher in secondary school.
My special subject is science.
I like to work with children.
My father and mother are also
work in teaching field. So,
teaching skill came in my blood.
I want to become a good teacher in
Canada.

Writing Benchmark 6 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

Hi, Kinnan.
Subject: Repairing work
 I am living in Room No. 805 in
 your ~~Boxed~~ Tuxedo apartment.
 you know that ~~the weather~~ the weather is very cold,
 so I ~~am~~ tried to start heating, but
 it's not working. Please send someone to
 I request you, ~~to~~ repair this heater.
 I know your job is very hard, but I am
 sure you will do it as early as possible.
 Thanks for your help.

- RESIDENCE

P.K.

Writing Benchmark 6 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Global warming, what's global warming? It is world's biggest problem. Nowadays, it is biggest issue for mankind. Each country worried about it. I think it is created by ~~to human~~ human. we all are afraid from the global warming.

~~we~~ In a modern world we all depend on gas, fuel, electricity etc. we all use our car everyday. we all need physical facilities from our family. Lots of companies work for ^{produce} different kind of material, which we need usually.

All these companies, factories, offices, transportation used ~~to~~ natural

Writing Benchmark 6 (continued)

resource of energy. In addition, all natural resources create more pollution. In this process we make ~~plastic~~ land, air and water polluted. ~~by~~ using of plastic and chemical ^{and water} make land ^{and water} pollution. using of ~~gas~~ fuel create air pollution by spread CO_2 and CO in air.

Finally, I want to say that, if we want to save our lives and Earth then we have to put control on use of natural resource. we can try to make less pollution. we can use bikes and public transit for travel. we can reduce the use of ~~private~~ vehicles. I am sure everybody will try to understand me and help me. ^{we can stop the cutting of the trees and} Government also take some immediate action from above.

grow up more trees and forests.

Writing Benchmark 6 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Sir / Madam :

Dipesh

33, hall,

Scarborough.

M16 ON.

Ph : 416-439-

cell : 416-234-

Dear Sir / Madam,

I know about your classes from my
friend. First of all I want to ~~intro~~ introduce
my self.

Education:

I did M.Sc. with my special
subject Mathematics. I already did B.Ed.

Writing Benchmark 6 (continued)

Experience:

I have five years experience as a teacher in secondary school. I taught maths and science in grade 8, 9 and 10. I have 3 years experience for computer works. For instance, Excel, word, data entry.

Expertise:

- I have good speaking and communication skills.
- I have better ideas for work on projects.
- I have best method to make problems easy and understandable for children.
- Good skills to know the children and understand them.
- More patient and listening power.

I would like to join with your classes. I am sure you will give me a chance to prove my self. I am waiting for hearing from your side.

Writing Benchmark 6 (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

I am going to describe a science truth
when we ~~are~~ or any kind of lives are
breathing, in this process we take O_2 from
the air and produce CO_2 .

But in the presence of the sun or sun
light trees are taking CO_2 and produce O_2 .

This process ~~is~~ helps us to make
our ~~enviroment~~ environment good. It ~~is~~ helps us
to maintain the quantity of O_2 and CO_2
in the air.

Writing Benchmark 7

Instructions: Write about you. Write 4 sentences.

I am Laurencia [REDACTED] 24 years old,
Am from Namibia I come to Canada
7 month ago, and love Canada, the
people in this country more polite. Am doing
finance and office assistant program
(FOAP) [REDACTED]. I have more
than 4 years experience in Customer
Service in retail sector and strong
experience in Office assistant from (GDN)
Global distribution Network all my experience
from Namibia and currently am doing FOAP and
looking ahead for my co-op to gain Canadian
experience.

Writing Benchmark 7 (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

This letter is to inform you about the heat air conditioner that is not working in my apartment

I am renting an apartment in 2460 building, 3 bedroom in 2208 Apartment number, and my middle room heat is not working. The first winter was working properly but this winter since it started my room is getting more colder day by day. I need it to be repaired as soon as soon can.

I am looking ahead to your immediate attention to this matter and to hear from you. Thank you.

Your Sincerely,

Laurencia [REDACTED]

Writing Benchmark 7 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Global warming I believe is an international crisis require immediate action. As we I know Global warming is caused by industry and big factory that release bad smoke in the air, that lead to air pollution. and when the air is polluted it lead to cause acidic rain. When acidic rain is released it kills plants and trees the leaves of the tree and cause tree to die when the roots absorb this water under ground. When air is polluted we cannot breath a fresh air and the trees are dying.

Global warming is also cause by mines

Writing Benchmark 7 (continued)

open mining by damaging the soil and the ground which lead to earth quake and other Natural disaster.

Global warming is caused by big factory in the ocean that catch fish and when they make or produce their product, they release dirty water and smoke in the water that lead to a lot of killing of fish and later day we cannot have enough.

It will be better if we change those factory that release smoke not to be many in one area. which we will reduce air pollution and not to have a lot of open mining instead have underground mining. When we do the above mention we will help reduce Global warming.

Writing Benchmark 7 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mrs Jonathan. _____:

I am an friendly and energetic person with a strong experience in office assistant and am looking for a position as an office assistant at your organization or Zeem Company.

I have strong computer skills including ms office, micro-soft ms word, ms excell, ms Access and internet, gain this experience most from my private job at [REDACTED] Distribution Network as an office assistant. where I assist in running all office support and it resulted in smooth operations by playing a key role in answering customer calls and directing to manager if requested.

Writing Benchmark 7 (continued)

promoting materials such as Books and CDs and doing a weekly report and the balances of books and sent or email the report to the head office to keep my management updated.

I think am a suitable for this position because I have strong experience and from the research that I have made about the company it work with Professional training and the workshop that you do I ~~this~~ want to be part of this great team. while I can grow professionally and continue to contribute to the company success.

I am looking ahead to hear from you and meet with you to discuss more in detail. Thank you.

Yours sincerely,

Laurenxia [REDACTED]

Writing Benchmark 8

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

This is Yulia from apartment 603.
It is unexpectedly cold in my apartment now. Because yesterday I got that my heat was not working. As you know, it is winter outside and temperature minus 10°C.

Could you please discover causes why the heat in my apartment stopped working and then fix it as soon as possible.

Regards,
Yulia
Apt. 603

Writing Benchmark 8 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

In 21st century, modern technology and developments have increased very quickly. It makes humans' lives become more comfortable and convenient. However, running with that speed of innovations, pollution and bad effects appear to our life. It leads to global warming. I believe that immediate action is required. Even though, the global warming damages the world by weakening the atmosphere, it is result of industries and indirectly technology. Industries are vital for human beings in a way that produces ~~need~~ necessary goods and services to survive.

Writing Benchmark 8 (continued)

As people demand these goods and services and the population grows, industries develop and increase their production capacity to meet the requirements of rising population.

On the other hand, as industries expand, they require more clear land to establish new factories and use more resources. That is why, the environment becomes unable to recover itself dramatically. The world becomes an inconvenient place for humans and other creatures to live.

Therefore, people should make a decision/choice between living in a health limited welfare and living in a destroyed high world with high level of welfare and opportunities. In addition, people may tend to develop technologies which protect the world from harmful industrial effects.

Writing Benchmark 8 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Ms. Smith :

During my online researches, I was excited to see opening Practical Nurse position in your hospital. I feel my education and work experience and your requirements are a good match.

I have deep knowledge in nursing theory and practice. I am Registered Practical Nurse with 5 years experience. I am efficient in administering medications, taking vital signs, preparing records, giving patient care, First Aid, CPR, and the like.

I am looking forward to the opportunity

Writing Benchmark 8
(continued)

to being able to contribute in your hospital's continued success. I eagerly want to join your hospital.

I am looking forward to hearing from you. Let me know if I can provide you with any other informations and references.

Thank you for your consideration.

Sincerely,

Yuhra [REDACTED], RPN

Writing Benchmark 9

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I am writing to you to explain that the heat in ~~my~~ my apartment is not working ^{and need to be repaired}.

My name is Kim [redacted]. I live on the second floor, Room 214 of your Apartment N° 214b.

Actually, yesterday around 9 pm, I heard a loud noise near the central heat of ~~the~~ my apartment & all of a sudden, ^{the heat} ~~it~~ stopped working. The room ~~was~~ was very cold in very short time. I called you two times but unfortunately, no one picked the phone.

I am writing ~~to~~ to request if the heat could be repaired at the earliest as we are in winter and it is very cold especially in the evening.

I may be contacted on 416-555 [redacted] for any additional information.

I look forward to hearing from you soon.

Sincerely,

[Signature]
Kim [redacted]

Writing Benchmark 9 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Everyone around the world today is affected by global warming. It is an international crisis which requires immediate action.

Today, ~~around~~ there are more vehicles on the road which creates lots of pollution damaging the atmosphere day by day. Some industries use chemicals which again destroy the earth little by little and this should be avoided.

Despite government intervention to decrease the risk, the problem exists and it gets worse day by day. In many countries, people cut trees or there may be large deforestation thus reducing the level of oxygen and destroying the animals' habitat thus creating a negative effect in the ecology.

Some factories use too much chemicals which

Writing Benchmark 9 (continued)

destroys the earth thus damaging the ozone layer of the solar system.

The government ^{worldwide} should work more in partnership with other association to reduce the risk of damaging the ozone layer. ~~There~~ The education should start at school to educate youths about the effect it creates in the atmosphere. Youngsters at very young age should make it a must to use the garbage bin accordingly. Parents should give good examples to children.

There should be a way of preserving the habitat of wild animals and not destroying them. People should be encouraged to grow and cultivate trees to prevent loss of oxygen and soil erosion.

The law should be more severe for ^{hunters and} those who kill animals, whales, ~~sharks~~ to sell their parts. Fishing methods should be banned in certain regions.

The electricity capacity and ~~voltage~~ ^{voltage} should be reduced. ~~Many countries~~ Many countries use lots of voltage than other countries and if we try to use more solar energy rather than electricity, this will help reducing the risk of global warming.

Writing Benchmark 9 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mr. Browley _____:

I am applying for the position of 'Youth worker' at [REDACTED] Initiatives. I would like to be considered for the above mention position in your prestigious company.

I would like to bring my skills, knowledge and experience through,

- Over five years experience in diverse fields of customer service, working with youths ^{with} behavioural problems, addiction, poverty
- my Proven ability to organize work, manage time and strong interpersonal communication.
- ~~my~~ Proficiency in ~~lets~~ Office especially when doing client reports and individual filing
- High Flexibility to work any shift and ability to

work independently as well as within a team environment.

Writing Benchmark 9 (continued)

- Strong devotion and ^{working} commitment towards the goals of the company.
- Ability to resolve conflicts, show empathy, being neutral.
- Bilingual in French and English.

I would welcome an interview with you at any time during the week or weekend convenient to you.

I look forward to hearing from you soon.

Sincerely,



Karima

Writing Benchmark 10

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

Dear Diana [REDACTED]

Hope this letter finds you in good health.

Unfortunately the heater system at my apartment stopped working since last midnight.

As you know it is really cold these days and we have a 1.5 years old little son, it is impossible to carry on without heating system.

I would appreciate if you could send somebody to fix the heater at the earliest.

Thanks in advance.

Kamran [REDACTED]

Apt #312, [REDACTED] Towers

cell: 647-856-[REDACTED]

Oct 2, 2011

Writing Benchmark 10 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Even though the natural changes in solar system, earth-sun distance and astronomical factors can be a reason for global warming, but we cannot undermine the influence of human on it.

The fact is changes in global weather ~~started~~ ^{developed} almost with the same pace of industrial improvements. When human started to use fossil fuels as a source of energy, the balance of gases in atmosphere disturbed. It affected the ozone layer which is a protective shield for sun rays. Eventually the earth atmosphere became warmer than it was before the industrial era.

Writing Benchmark 10 (continued)

Now, most of government realized the effect of fossil fuels on global warming and some countries are pioneers in public awareness of so called "carbon footprint" and are implementing strategies to reduce it.

But shift from fossil fuels to natural resources of energy which is called "green energy" is not cost-benefit in short-term. That's why many countries and industries are reluctant in implementing these plans.

Planet earth is our only home in the universe and it's everybody's responsibility to act accountable to rescue this home for ourselves and our children.

Writing Benchmark 10 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear recruiting manager at Pfizer

I am interested in employment opportunity
'Pharmaceutical Sales Representative' job number #6747
in your company.

I believe my extensive background in medical
profession and marketing experience will be
valuable and objective.

As a member of your team I can bring the following
values to your organization:

- Great knowledge of drugs and medical terminology
gained through 12 years practicing medicine as a NP
- 2 years experience of marketing medical equipment
with successful track
- Excellent interpersonal verbal & written →

Writing Benchmark 10 (continued)

→ Communication skills

- proficient in computer skills including MS office (word, outlook, Excel and powerpoint)
- Dependable, hardworking. Able to work in stream and independent
- Detail oriented, accurate and initiative

To discuss how my enthusiasm and talent can add value to your organization, it would be my pleasure to meet you personally.

Please find my resume attached.

To set an appointment I can be reached on my cell phone 647-856- [REDACTED] or my email address:

[REDACTED]@gmail.com

I am looking forward to hearing from you soon.
Kind regards

Dr. Kaman [REDACTED]

[REDACTED]

Oct 12, 2011

Writing Benchmark 10 (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

(Instruction for Nurses - to be placed on board at injection room)
How to inject Heparin Subcutaneously:

- Prepare and keep ready the tools:

Heparin vial, 1ml sterile syringe, alcohol scrub pad

- ask the patient to lie down supine, explain

him/her the procedure, select the site (Abdomen or thigh)

- put on your gloves

- cleanse the injection site with alcohol pad

- leave 1-2 minutes gap for the alcohol to evaporate

- withdraw the exact amount of Heparin as doctor's

prescription. If you are using an Insulin syringe

make sure it is marked by milliliters NOT insulin Units

which can be confusing and make you administer

wrong dosage of Heparin

- hold the skin at injection site with left hand

and insert the needle with 45 degree angle

Writing Benchmark 10 (continued)

- as ~~soon as~~ ^{the} needle entered the skin, change the angle to horizontal then enter more. you can see the needle beneath the skin
- inject the drug. you should see the skin bulging at the tip of needle which leaves a lentil size white nodule.
- withdraw the needle - don't scrub with alcohol
- apply a band-aid to cover the prick
- discard the needle in ^{the} designated hazardous yellow box
- wash your hand
- ~~monitor~~ observe patient for few minutes before discharge.

Writing Benchmark II

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

MY NAME IS TOLU [REDACTED]. I LIVE IN
APARTMENT 102 AND I WOULD LIKE TO REPORT
A PROBLEM WITH THE HEATING IN MY APARTMENT.
IT IS NOT BEEN WORKING FOR THE LAST 2 DAYS,
AND THE APARTMENT IS ALWAYS COLD WHEN WE
GET BACK FROM WORK, WHICH IS MOST INCONVENIENT
AS WE ARE IN THE MIDDLE OF WINTER.

I WOULD APPRECIATE A SPEEDY RESPONSE TO THIS
SITUATION AND A REPAIRMAN SENT TO FIX THE
PROBLEM AS SOON AS POSSIBLE.

THANKS FOR YOUR UNDERSTANDING,

TOLU (APT 102)

Writing Benchmark II (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

I AM OF THE SCHOOL OF THOUGHT THAT BELIEVES GLOBAL WARMING IS PART OF THE EARTH'S NATURAL CLIMATE CHANGE, AND NATURE BE ALLOWED TO TAKE ITS COURSE.

WITH THE TEARS IN THE OZONE LAYER, NEW ICE MELTS IN THE ANTARCTICA AND NATURAL DISASTERS LIKE FLOODS, EARTHQUAKES AND TSUNAMIS HAPPENING WITH GREATER FREQUENCY IN PRESENT YEARS, IT IS APPARENT THAT NOT MUCH CAN BE DONE TO AVERT THESE, AS THEY HAVE STILL OCCURED EVEN WITH METEOROLOGIST AND CLIMATE SPECIALISTS PREDICTIONS.

WHAT I BELIEVE IS OUR RESPONSIBILITY AS HUMAN BEINGS, IS TO SHOW KINDNESS AND TOLERANCE TO OUR NEIGHBOURS AND TREAT OTHERS AS WE WANT TO BE.

Writing Benchmark II

(continued)

Treated -

Writing Benchmark II (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear JOHN SMITH:

I WOULD LIKE TO APPLY FOR THE PROJECT COORDINATOR POSITION ADVERTISED IN THE [REDACTED] NEWSPAPER, OCT 3RD 2011.

I HAVE OVER 10 YEARS EXPERIENCE IN PROJECT MANAGEMENT, SCHEDULING AND COORDINATION, HAVING WORKED IN THE NOT FOR PROFIT AND PRIVATE SECTORS. I ALSO HAVE A FIRST DEGREE IN POLITICAL SCIENCE AND A MASTERS DEGREE IN INTERNATIONAL BUSINESS AND MANAGEMENT WHICH I AM CONFIDENT WOULD BE OF GREAT BENEFIT TO YOUR ORGANIZATION.

THE KEY STRENGTHS I WOULD BRING TO YOUR ORGANIZATION INCLUDES:-

(1) EXCELLENT ORGANIZATIONAL, INTERPERSONAL AND PEOPLE SKILLS, WITH A PROVEN TRACK RECORD OF MEETING

Writing Benchmark II (continued)

AND EXCEEDING SET TARGETS.

(2) HIGHLY ADEPT AT MANAGING AND PROVIDING EXCELLENT ADMINISTRATIVE SUPPORT TO THREE TOP LEVEL MANAGERS; SCHEDULE AND CALENDAR MANAGEMENT.

(3) STRONG COMPUTER AND WEB APPLICATION SKILLS THAT HAVE BEEN UTILIZED TO INCREASE TRAFFIC ON COMPANY WEBSITE BY 50%, THUS MAXIMIZING PROFIT AND REDUCING COST.

I AM CONFIDENT THAT MY COMBINED SKILLS, WORK EXPERIENCE AND EDUCATION, WILL BE A GREAT ASSET TO YOUR ORGANISATION. I WOULD BE VERY GRATEFUL FOR THE OPPORTUNITY TO INTERVIEW WITH YOU.

BEST REGARDS,

TOLU [REDACTED]

Writing Benchmark II (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

SCHEDULING THE DIARY AND CALENDAR OF THREE
2 SENIOR MANAGERS AND THE EXECUTIVE DIRECTOR, REQUIRES
A KEEN ATTENTION TO DETAIL, ORGANISATIONAL, INTERPERSONAL
AND EXCELLENT COMMUNICATIONS SKILLS.
BECAUSE OF THE NATURE OF THEIR POSITIONS, AN
ADMINISTRATIVE ASSISTANT RECEIVES 10-15 EMAILS DAILY,
FROM DONORS, FUNDERS, STRATEGIC PARTNERS, BOARD MEMBERS,
ETC, ALL WANTING TO SCHEDULE A MEETING OR APPOINTMENT
WITH THE ED. IT IS QUITE A BALANCING ACT TRYING
TO ACCOMMODATE THESE IMPORTANT STAKEHOLDERS, BUT ALSO
MANAGING THE ED'S CALENDAR TO ENSURE SHE HAS SOME
TIME IN BETWEEN MEETINGS FOR LUNCH OR COFFEE
BREAKS, OR IF SHE IS RUNNING LATE.
A GREAT RULE OF THUMB IS TO MAINTAIN GREAT
RELATIONSHIPS WITH OTHER ADMIN/EXECUTIVE ASSISTANTS.
GENERALLY WHEN A CALENDAR INVITE IS SENT OUT TO A
STAKEHOLDER, IT IS USEFUL TO PROVIDE AT LEAST 3

Writing Benchmark II (continued)

DATE/TIME OPTIONS, WHICH REFLECTS THE MANAGER/
DIRECTOR'S AVAILABILITY.

ONCE THESE STEPS ARE ADHERED TO, SCHEDULING
BECOMES AN EASY AND ENJOYABLE PROCESS.

Writing Benchmark 12

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

This is to inform you that the heating system seems to be broken. It stopped working in the middle of the night.

I would appreciate it if you have it fixed right-away because the place is getting really cold. I can see my breath as I write this letter.

Please help yourself in if I am not home when you come. You can reach me on my cell phone if you want to talk to me.

Thank you for your prompt attention.

Juan.

Writing Benchmark 12 (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Global warming hit home this year. Record breaking temperatures have been recorded through summer and into the fall. This trend is expected to continue in winter. Carbon emissions may be the cause of this phenomenon as they deplete the atmosphere's protective ozone layer.

The international community should take immediate steps to control the amount and type of industrial emissions that factories, motor vehicles and other sources of contamination produce.

It may be late now to revert the warming trend. But waiting any longer may have

Writing Benchmark 12 (continued)

disastrous consequences. Global warming is not just affecting crops, and making the weather less bearable; it may be the cause of ever growing tropical storms, melting of the poles and even earthquakes. No expense is too high. Action must be taken at any cost.

Writing Benchmark 12 (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Personnel Manager.:

Please accept my application for the position of Business Analyst with [REDACTED] Associates. My education and work experience make me an ideal candidate for this role.

In previous positions I have conducted organizational assessments and modeling of current and best practices. In my work I use a consultative and participatory approach.

I am familiar with project management tools and principles. I also possess a

Writing Benchmark 12 (continued)

strong command of computer operation.
I work well in either group settings or
individually.

My education in law and my master degree
in public administration provided me with
the ability to understand and develop policies
and procedures to improve business processes

I look forward to meeting with you to
discuss in more detail how I can contribute
to the work of [REDACTED] Associates.

Yours Truly

Juan [REDACTED]

Writing Benchmark 12 (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

Writing a funding proposal requires the participation of a number of stakeholders and the application of a rigid series of requirements.

The process begins with a brainstorming session. Everybody is invited to contribute ideas and information to develop a project concept. Also, at this stage a project team is put together mostly by volunteering.

The project team gathers all the supporting information needed to write-up the proposal. In this process, often, external stakeholders, such as partner organizations and government agencies are contacted.

The writing begins while information is

Writing Benchmark 12 (continued)

being gathered. A completed proposal is usually made of not less than twenty pages. Sometimes chapters are distributed among the project team members. But, with the new Internet's collaborative technologies it is easier for everyone to work on every piece of the document.

Once the proposal is completed, management reviews and submits it before the deadline.

Secondary Writing Samples

These Secondary Writing Samples are included for supplementary support and practice. Three of them have assigned benchmarks, and four of them do not.

Secondary Sample	Writing Benchmark
Sample A	12
Sample B	9
Sample C	7
Sample D	Not assigned
Sample E	Not assigned
Sample F	Not assigned
Sample G	Not assigned

Writing Secondary Sample A

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I hope this finds you well.
For the past 3 weeks I've noticed that the heating system in my apartment has not been functioning properly. It's getting increasingly cold and the temperature inside has reached an uncomfortable level. My unit seems to be colder than outside. I would like to request an inspection of the heating system in my unit for possible malfunctions.
Please let me know the time and date when the inspector will come so I can make the appropriate arrangements.
Thank you for your consideration.
Sincerely,
Eric [REDACTED]

Writing Secondary Sample A (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Much has been discussed about global warming. Some scientist would argue that an opposite effect is actually taking place, and instead of the earth warming up, the temperatures have actually been decreasing.

If in _____, there is a global warming, then we will need to seriously consider the causes of such phenomenon.

If global warming is due to an increase of the earth's temperature, what is causing it? If humankind's apathy towards the environment has lead to a degradation of our quality of life, then we must take this into consideration.

Writing Secondary Sample A (continued)

We will need to start by raising a conscious awareness of the vital role each of us play in this world. Education of the mass should start by becoming knowledgeable of our habits and practices and how it affects in environment in which we live. In my personal opinion, there are 3 areas that would need to be addressed; Our wastefulness, apathy about the environment and lack of responsibility.

We opt for the easy way out. We tend to do things because they are convenient and require less effort, without considering what implications it will have or consequences it may have. It is easier to drive to work than to use public transportation.

Writing Secondary Sample A (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Human Resources Manager:

It is with great interest that I submit my qualifications for the Settlement Counsellor position. My hands-on practical experience combined with my educational background in cross-cultural psychology make me an ideal candidate for this role.

My most relevant experience comes from working as a counsellor for a non-profit organizations that provides assistance to newcomers. My responsibilities include, but are not limited to; interviewing clients to gather information and assess current needs; creating feasible action plans; liaise —

Writing Secondary Sample A (continued)

with community partners and ensure that referrals to appropriate services are followed.

Furthermore, I have worked in a variety of settings such as schools, community services, job search preparations programs and advocacy organizations. In these settings I learned much about myself and the varying challenges and demands this client population face. Flexibility in my working practices is one of my trademarks.

I hope this gives you a good sense of how I can contribute to your institution. Thank you for your consideration and look forward to hearing from you soon.

Sincerely,

Erin [REDACTED]

Writing Secondary Sample A (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

Although I would not consider myself an expert, I am confident that I have the necessary experience and knowledge to understand the needs of a professional newcomer and the process of his or her adaptation.

My current position as a facilitator allows me to identify challenges and barriers internationally educated professionals will encounter when accessing the labour market in Canada, and puts me in a strategic position to help them prepare for it.

The most complex process would be helping professional newcomers reach a competitive level to be able to secure meaningful employment. Many of them come with extensive experience and high levels of education. This combination would put them in an

Writing Secondary Sample A (continued)

advantage and give them an edge if they
out to find employment in their country
of origin. Unfortunately, that is not the case
in Canada.

Weary employers who are not able, or
perhaps, not willing to assess their skills
not only for an entry level position,
but at an appropriate level, have been
one of the biggest challenges. While opportunities
have been steadily increasing, there's still
a long way to go.

Statistics show that currently Canada
relies on 54% of international skilled
immigrants and within 7 years it will close
to 100%. This should be an incentive for employers
to jump on the band wagon.

Writing Secondary Sample B

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

My name is Viktoria and I'm your tenant living in unit 1 [REDACTED]. The reason I'm writing you is a heat failure in rented apartment. It stopped working gradually yesterday in my place but it seems that the other tenants aren't having any problem.

Can you please, send a plumber to check our heat system as soon as possible because I'm afraid that my children can get sick.

My contact phone number is xxx. Looking forward hearing from you.
Sincerely, Viktoria

Writing Secondary Sample B (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Global warming is becoming a major concern among most of the countries. The Earth climate is changing bringing with catastrophes like flooding, tornadoes and heat-wave spells.

Most of people think that global warming is a result of technogenic interventions of people into atmosphere like carbon monoxide ~~expels~~ level rising, that causes green house effect. They strongly believe that if people stop using natural gas and oil and switch on solar and wind

Writing Secondary Sample B (continued)

power, reduce the numbers of cars it can prevent the world from further temperature rising.

But another group of scientists highlighted that there are not enough evidences proving technogenic cause of global warming. Measuring the level of carbon monoxide in Arctic ice they found out that the Earth climate has always changed in cycle.

I agree with the latter group and think that more scientific work and experiments should be done to reveal the real cause of global warming.

Writing Secondary Sample B (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Personnel Manager :

My name is Viktoria and I would like to get a position ~~at~~ related to mental health expertise in the company.

I have a Master Degree in Medicine and I worked for 5 years in XX Hospital as a mental health consultant.

I worked with people having cognitive and emotional problems, helping them cope with it and teaching their families in solving mental health and social issues.

From 2004 to 2009 I conducted a research of behavioral disturbances

Writing Secondary Sample B
(continued)

in criminals working as a clinical researcher in ABC. In 2009 I defended thesis and was granted PhD. Since then I've continued working in ABC ~~assess~~ evaluating side effects of antidepressants on cognitive abilities.

Having such an extensive experience of behavioral, emotional, cognitive problem and their treatment, I ~~could~~ excellent management skills I could participate in researches conducted by the company.

In order to gain more knowledge about the leading research I would like to ask you for scheduling me for the informational interview.

I am available any time at phone: xxxxxx
looking forward hearing from you.

Sincerely, Viktoria

Writing Secondary Sample B (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

Working as a forensic psychiatrist
I start my work with reading
the referral paper from court
or police. to find out the descrip-
tion of the case and followed
questions.

Then I examine carefully the
criminal or civil case and
medical documentation with
great attention to behavior of
offender in the interested situation,
~~comparing~~ compare his/her
explanations with victim's and
witness's explanations.

Then I interview the
offender doing his/her personal

Writing Secondary Sample B (continued)

mental assessment and his/her ability to realize his/her actions and control them in given situation.

Then I make my own decision, present the case on the commission where missionary decision is finally made.

The last step is making the report following the forms where the answers to the court/police questions are given

Writing Secondary Sample C

Instructions: Write about you. Write 4 sentences.

I am a vibrant, dedicated and determined individual. Prior for coming to Canada I have been living in Namibia where I was working in a Bank as a Customer Service Consultant.

My country Namibia is a very beautiful place and we are people with warm hearts, loving and caring.

I am coming from a family of seven children & I am the last born.

I always have a dream of one day becoming a business owner, because it runs in the family. And I do believe that I will be very successful in my life.

Writing Secondary Sample C (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I am writing this letter to you, to raise my complain regarding the heater in my apartment which is not working.

As we all know it is winter time and that the apartments get extremely cold, especially if there is no heat to warm it up, it gets unbearable when it's cold.

Would you be kind and send one of your handy man to come and repair ^{the heater} it for me, before I pick up a cold.

Please do not hesitate to call me.

Yours sincerely


Bernia

Writing Secondary Sample C (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

I believe that global warming is each and everyone on this planet's concern, because it affects us all. We are all to take up action for the reduction of global warming and ~~begin~~ to start taking care of our planet for us and for the coming generations.

Most of the hazardous chemicals on earth are man-made and there are less that is being done to keep the planet clean.

People should ~~start to~~ stop the use of chemicals, chopping off trees and plant more trees, produce stuff that are no ~~have~~ harm to the earth and those living on it. People should start using bicycles than cars especially in ~~country~~

Writing Secondary Sample C
(continued)

countries that ~~one~~ has a big populations / that are
population dense.

At the end will all have clean air to breathe and we'll
all save our beautiful planet.

Writing Secondary Sample C (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mrs. Sharon Browne :

My name is Bentha [REDACTED], I am writing to you this letter because I am interested in ~~working~~ to work in your company. The ~~area~~ area of my expertise is as a Consultant and I understand that there is a vacant position in your Sales department, at the Burnie Branch.

I have over 8 years progressive experience in Customer Service as an ^{in a former} Service and Sales Consultant, the job I held prior coming to Canada. I receive professional training in customer relation, Product knowledge and ~~ect.~~ ^{ect.} I have ^{good} ~~experience~~ computer skills, which include Ms Word, Ms Excel, Ms Access, Ms Power Point,

Writing Secondary Sample C
(continued)

SAP and Finacle, knowledge of ^{use in} office equipment.

I believe with all this experience and skills I will be the right candidate as I will bring client service skills and sales strategies to your esteemed company in order to help you reach your sales targets as set for you from the Head office.

Thank for considering ~~wraching~~ my letter and I am looking forward hearing from you soon.

Yours sincerely



Betha N. [redacted]

Please find attached to this my resume.

Writing Secondary Sample C (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

The ability to meet people of all kind of walks that is the most complex procedure in my field of expertise. The fact that everyday you'll meet different kind of persons and that you could help some of them to do banking in a very good way (meaning educating client on how to handle their money), solving client queries, serving people with a smile and being able to listen to their problems when they need some one to listen to them knowing that someone cares for them. Delivering to the company and their shareholders, being pro-active at all times.

And just to know that today I made a client happy.

Writing Secondary Sample D

Instructions: Write about you. Write 4 sentences.

My Name is Ranjini [REDACTED] I have
a bachelor degree in Commerce [B.com].
I was work at a Bank as a Bank
Teller. also I had a experience as a
Administation Assistant. I have taken
some Courses as a Bank teller and
Accounting and Book keeping. I would like
to work in a Financial Industries.

Writing Secondary Sample D (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I would like to request about heating.
last Two days our apartment heating is not
working. it is really ~~been~~ hard to live in a
our apartment. The weather was to cold.
Please could you fix the heating as soon
as possible.

Thank you,

Sincerely,

 antini

S. Ranjini (Apt 1179)

Writing Secondary Sample D (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Global warming is a very big issue now in the all over the world. I believe if people think, they can stop the global warmings. These three points are very important part in global warmings. These are reduce the heating power solar system, and green house.

Most of the people use air conditioner and fridge. This is affect the earth. Air conditioner reduce the heating power in the earth. also fridge reduce the ~~etc~~ ~~etc~~ ~~etc~~ chloro fluoro carbon. This one make effect in oson. if people want to use air conditioner we can stop the global warmings.

Writing Secondary Sample D (continued)

Green house is very good solution for the global warmings. Most of the companies and apartment are starting to grow the trees and plants in their building, it make cool.

Sollar system is very good solution for getting electricity. Sollar Power is a very good source for the Power. I think it doesn't effect the earth. So people need to save our earth from the global warmings.

Writing Secondary Sample D (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Sir, David, Personnel Manager:

I am looking Accounting Assistant Job in your Company. I got this job opportunity through out the Monday September 7th 2011 [REDACTED] News Paper. I think, I am fit for this position.

I would like to give some of my experience and education are matching in this position.

I had a Bachelor degree in Commerce. also I finished my high school in Toronto. I have taken courses are Bank teller and Accounting and Book keeping. Currently I am enrolling finance and Office Assistant Program in Toronto.

I have a over 5 years experience as a Bank teller in my Country. I am a very

Writing Secondary Sample D (continued)

Friendly Person. My Strength is working with Numbers. I have a lots of Experience in Accounting. So I would like to work as a Accounting Assistant. If i get the Change to work in your Company. I will use my Strengths to Gain Company Profit. also I am well organized Person. in my Past Job I organized file, memo and my work related documents in date and Year order. So This is helpful to Find the documents Easily and Save the time.

I am looking Feedback From Your Company. Thank you for your time to take my application.

Thank you.

Sincerely,

S. 

Writing Secondary Sample E

Instructions: Write about you. Write 4 sentences.

-I am Amadou [REDACTED],
I am from
west Africa.
-I have been lived in
France more than 12 years,
and then
I came to Canada on
September, 18th, 2010 to looking
for more opportunity.
My first goal was to learn
English and I have started at
[REDACTED]

Writing Secondary Sample E (continued)

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I am writing to ~~di~~ inform^{you} that,
the heat in my apartment does not
work.

I would be grateful if you
can repair it, because
it very cold inside.

I am looking forward to hearing
from as soon as possible.

Thank you,

Amodou [REDACTED]

Writing Secondary Sample E (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

My opinion that global warming is a something everybody can do his/her best to help for the environment.

I think we can not stop the progress for humanity and we have to live with this progress. If everybody we are here because different to the homoshapians because some people worked for the evolution and we are here now.

I would like say just everybody has to do what he should do:

- Recycling
- Take care about the environment.
- Do not dest. . .

Writing Secondary Sample E (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Human Resource Manager:

I am writing to apply as an accountant position in your company.

After graduate as a Bachelor degree in Accounting, I have been worked for a several years as an accountant in my home country. I worked for in the Banking sector.

My roles in this position was:

- to prepare the financial statement,
- Accounting clerk
- prepare ~~report~~ information report

Writing Secondary Sample E
(continued)

I am proficient in Microsoft Office include (word, excel, Access, Powerpoint) ainsi que some house software.

I am fluent in Both French and English with high Communication skills.

I think my experience and knowledge match with what are you looking for as an Accountant.

I look forward to hearing from.

Sincerely,

Amadou [REDACTED]
(647) - 782 - [REDACTED]

Writing Secondary Sample F

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I live in apartment 507. As you know winter started early and ~~extra~~ last monday when we wanted to start the heating, It didn't work.

The heating control box in our apartment doesn't show anything on the screen. I checked the fuse box but everything seems to work fine. So the problem might be within the ~~unit~~ itself. I wrote you a repair order last week but still haven't got any answer from the management office.

Could you please send some technician to have a look at our heating system at the earliest possible. ~~The cold in the apartment~~ We can not stand the cold in the apartment ~~during~~ at night.

Thank you for your time and consideration to our problem.

Regards,

AR.

Writing Secondary Sample F (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

The changes we are experiencing with the weather ~~and~~ all around the world ~~is~~ a matter to take under consideration ~~by the people and the nations~~. ~~There is people who think~~ ^{we} global warming that takes much to talk. On one hand, we have people who think global warming is a crisis that affects the whole world. And on the other hand, there is people who think that earth's natural climate changes are something ~~that~~ not much we can do about it.

In my opinion, I think global warming is a problem that involves everyone's attention. We are all living in this environment, the actions of our daily interaction in life have significant impact on the ecosystem that surround us. ~~For example, I~~ let's take simple examples from our life: the chair we sit ^{on} everyday to have breakfast is made out of

Writing Secondary Sample F (continued)

wood. Wood that has been taken from the forest. If the company that bought the wood to produce the chair don't plant another tree. Soon they will run out of forest as their main supplier of wood and we, the people will have less green gone to provide us from clean air. Other consequences include the extermination of wild life eco-system.

~~To conclude my point of view,~~

Saying this, I strongly believe that actions should be taken to ~~per~~ rescue and preserve our eco-systems. There is ~~a matter the~~ actions have to come from each individual to the governments of all nations. Among the first tasks to ~~write~~ address should be educational programs by the community and the governments. Design and approve new regulations concerning ~~the environment~~ the preservation of the environment.

Writing Secondary Sample F (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Phil [REDACTED], Marketing Director at Mylan:

I am looking for an opportunity to continue my career in the Pharmaceutical industry on the marketing field.

I am a Senior Brand ~~manager~~ manager with international experience in ~~the Pharmaceutical business~~ sales and marketing for Rx and OTC products.

I have designed and implemented marketing plans, marketing campaigns, ~~and~~ conducted several market studies for [REDACTED] and [REDACTED]. I am well

known to budget management, product launch and promotion programs for both doctors and consumer. I have ~~strong~~ great

~~with my past experience and management~~

communication skills, strong leadership, problem solving ~~and~~ abilities and good ~~to~~ team work player.

Writing Secondary Sample F
(continued)

I think that with my past experience, great managerial skills and ~~unwavering~~ ^{unwavering} optimism can contribute to ~~add~~ ^{add} ~~great performance~~ ^{superior} value to Mylan's performance.

I really would like a chance to meet with you and discuss ^{my} career opportunities within your team, ~~from the~~ ~~time~~ at your earliest convenience.

Please find enclosed my resume for your review and consideration. I appreciate your time.

Best regards

Alexander [REDACTED]

[REDACTED]@gmail.com

cell. (647) 970-[REDACTED]

Writing Secondary Sample F (continued)

Instructions:

Describe a complex process or procedure in your field or area of expertise.

The Marketing Plan is the main task of a Brand Manager because it involves the design of the strategy that will define the life of a product in the market.

It all starts defining the market your ~~want~~ product will serve and then you will have to target who your consumers will be. Your Target is composed by main target which are consumers that will ~~are~~ primarily use your product and secondary target which are consumers that most probably will use your product.

Once you have your target set, you will have to define the strategy to introduce your product to the consumer. There are several strategies to launch a product, it all depends on ~~the~~ various factors as: product usage, if it is a new product, a new product on an existing market or simply a new product for a new market.

The launching strategy is ~~is~~ sub-divided into what it is known as the 4P's of marketing: Product, Price, Promotion

Writing Secondary Sample F (continued)

and Place. Product ~~know~~ is to know what is your product, what are its components, what are its uses and most important, what are its advantages. Price is the ~~strategy~~ defining the right strategy for the product; are you going to have an introduction price, are you a premium price product, are you a lead product or a follower. Promotions stands for the definition of the programs you will have with your clients and wholesaler. Last but not least is the place, which defines the places where you want your product to be in for the consumer to buy. In other words, get your product available for your consumer.

The final part of the marketing plan is to design the marketing campaign. For which you ^{will} usually use the help of an ~~ad~~ advertising agency. ~~With~~ With your ~~guid~~ input they will create a campaign that translate the strategy defined.

From here all you will have to do is implement all these activities as you planned in your time frame.

Good luck!

Writing Secondary Sample G

Instructions:

It is a cold winter, and the heat in your apartment is not working.

Write a short letter to your landlord. Explain the problem. Ask for a repair.

Dear Landlord:

I hope every thing is going well. Unfortunately I have to inform you that the heating system doesn't work as well as you informed me.

On the other hand as the hydro is not included in our agreement, using electrical heater cost is not cheap enough to use it.

I will be glad with you to send a person to repair it during next 24 hr.

I am waiting for your reply as soon as possible.

Best wishes

Shahrok

Writing Secondary Sample G (continued)

Instructions: Some people think that global warming is an international crisis requiring immediate action. Others believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

Your essay should be 3 - 4 paragraphs.

Regarding global warming, I believe that both of two ideas, but it is difficult to separate the main reason belongs to which one.

The earth space is a limited volume, however it seems that it is large enough for human to do whatever he wants!!

Imagine if you smoke a cigarette in a big hall which is about $500 \times 500 \times 50 = 12,500,000 \text{ m}^3$, a person just in opposite side may not smell anything, but if 100 person start to smoking in the same time, the result should be different and the person in opposite side will feel the cigarette smelling after some times.

Writing Secondary Sample G (continued)

Instructions: You are seeking employment in your field of expertise, and you know of a company where you would like to work. Write a letter to the personnel manager of the company. Indicate the type of employment you are seeking. Describe in detail your education, experience and expertise. Emphasize the strengths that you would bring to the position, and request a job interview.

Your letter should be 3 - 4 paragraphs.

Dear Mrs. Holly:

I see your advertizing in a magazine and interested in to your request.

Firs of all, I would like to intaduce myself as a chemical engineer educated in arad university of Tehran/Iran.

My main profesional experience is about shoe polish manufacturing, included all types of formulations, suppliers, Machines, calculating finished cost and what ever we need in a shoe polish factory. onthe other hand I know some good information about cusmetics and resines.

Writing Secondary Sample G (continued)

Regarding my titles, I started my job as a Product manager for 3 years and sales manager for 7 years and Managing director for 4 years.

I am available to have some business Trips to other cities or countries too.

I will be glad with you to make an appointment for interview.

Many thanks for reading my letter in advanced.
I will be waiting for your reply.

Best wishes

shahrokh