

B Exemplars for the Receptive Skills

Reading Exemplars

The following is a list of the Reading exemplars that can be found in this kit. The last column shows the benchmark that has been assigned for each task or indicator.

Exemplar	Reading Task or Indicator	Benchmark
Reading Document A Shopping List	Understand the genre and purpose of the list	1
	Recognize familiar key words on the list	1
	Comprehend the list in order to shop for the grocery items	1
Reading Document B Common Sign	Read individual words in the sign	1
	Comprehend the message to take appropriate action	1
Reading Document C Classified Ad	Understand the purpose of the ad	1
	Get the key details from the ad	2
	Comprehend in order to make a decision or take action	2
Reading Document D Medication Label	Understand the purpose of the label	2
	Understand key factual information given on the label	2
	Comprehend in order to accurately follow the instructions	3
Reading Document E Dental Ad	Understand the purpose of the ad	2
	Understand key factual details in the ad	3
	Comprehend in order to make a decision or take action	3
Reading Document F Staff Notice	Understand the purpose and main message of the notice	3
	Understand the instructions given in the notice	3
	Comprehend in order to take appropriate action	3
Reading Document G Shuttle Schedule	Understand the purpose of the schedule	3
	Find specific needed information in the schedule	4
	Comprehend the schedule in order to act on the information	4
Reading Document H Department Store Ad	Understand the purpose of the ad	2
	Understand key factual details in the ad	3
	Comprehend in order to make a decision or take action	3
Reading Document I Drain Cleaner Instructions	Understand the purpose of the text	4
	Understand the warnings in the text	5
	Comprehend in order to apply the instructions accurately	5
Reading Document J Summary and Flow Chart	Understand the genre and purpose of the flow chart	5
	Comprehend the flow chart in order to follow the sequence	5

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Reading Exemplars *(continued)*

Exemplar	Listening Task or Indicator	Benchmark
Reading Document K Thank-you Card	Understand the genre and purpose of the greeting card	2
	Comprehend the message given in the greeting card	3
Reading Document L Debit Card Renewal	Understand the purpose and genre of the notice	4
	Understand key factual details in the notice	5
	Comprehend the notice in order to take appropriate action	5
Reading Document M Flight Itinerary	Understand the purpose and genre of the itinerary	4
	Understand key factual details in the itinerary	5
	Understand the instructions given in the itinerary	6
	Comprehend the itinerary to take appropriate action	6
Reading Document N Continuing Education Calendar	Understand the purpose and genre of the calendar	5
	Understand key factual details about the courses	7
	Comprehend the calendar to make a decision or take action	8
Reading Document O Progress Report	Understand the purpose and genre of the report	6
	Understand key factual details in the report	7
	Comprehend the report to follow up or act appropriately	7
Reading Document P CPR Instructions	Understand the purpose and genre of the instructions	6
	Understand the main steps in the instructions	7
	Comprehend in order to apply the instructions accurately	8
Reading Document Q Will and Testament	Understand the purpose and genre of the will	7
	Understand the intent and wishes expressed in the will	10
	Carry out responsibilities based on directives in the will	11
Reading Text A Medical Email	Understand the purpose of the email	4
	Get the key details and needed information	5
	Comprehend in order to take appropriate action in response	5
Reading Text B Personal Note	Understand the purpose of the note	2
	Understand the main message in the note	2
	Understand key details given in the note	2
Reading Text C Postcard	Understand the purpose of the postcard	2
	Understand the main message in the postcard	3
	Understand key details given in the postcard	3

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Reading Exemplars *(continued)*

Exemplar	Reading Task or Indicator	Benchmark
Reading Text D Consulting Letter	Understand the purpose of the letter	5
	Understand the details of the case and the request	6
	Comprehend in order to take appropriate action	7
Reading Text E Personal Email	Understand the purpose and tone of the email	3
	Understand key details in the message	4
	Comprehend in order to make an appropriate response	4
Reading Text F Cover Letter	Understand the purpose and genre of the cover letter	6
	Understand details of the writer's experience/qualifications	7
	Comprehend the letter in order to take appropriate action	8
Reading Text G Manual Excerpt	Understand installation instructions given in the manual	6
	Understand warnings and disclaimers in the manual	7
	Understand care and maintenance instructions given	6
	Comprehend the manual to carry out responsible actions	7
Reading Text H Workplace Policy Memo	Understand the purpose of the memo	6
	Understand rules and regulations outlined in the memo	7
	Comprehend the memo in order to take responsible action	7
Reading Text I Medication Leaflet	Understand the purpose and genre of the leaflet	6
	Understand key factual information in the leaflet	6
	Comprehend the leaflet to take safe and responsible action	7
Reading Text J Letter of Complaint	Understand the purpose of the letter	6
	Understand the details and chronology of events	7
	Understand the complaint and requested compensation	7
Reading Text K Opinion on Home Decor	Understand the purpose and context of the text	8
	Understand the tone and attitude of the writer	9
	Comprehend the writer's opinion on the subject	9
Reading Text L Letter – Sick Leave	Understand the purpose of the letter	7
	Understand relevant details of the policy	9
	Comprehend in order to apply information to own situation	9

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Reading Exemplars *(continued)*

Exemplar	Reading Task or Indicator	Benchmark
Reading Text M Congratulatory Email	Understand the purpose and intent of the email	6
	Understand the writer's tone and opinions	6
	Comprehend details of the praise and congratulations	7
Reading Text N Future of the Arctic	Understand the main ideas expressed in the text	8
	Understand supporting details and examples	9
	Comprehend the text in order to formulate own opinion	9
Reading Text O Ethical Review Process	Understand the purpose of the text	8
	Understand the instructions and process in the text	9
	Comprehend the text in order to take appropriate action	9
Reading Text P Academic Paper Excerpt	Understand the main purpose of the study	11
	Understand the methodology, findings, and conclusions	12
	Understand information given in visual displays	12
	Comprehend in order to apply information to own research	12
Reading Text Q Email Invitation	Understand the purpose of the invitation	2
	Understand key details in the invitation	3
	Comprehend in order to take appropriate action	3
Reading Text R Mental Health Editorial	Understand the intent and tone of the editorial	10
	Understand main ideas and supporting examples	11
	Understand explicit and implied meanings	11
	Comprehend the writer's opinion	11
Reading Text S Essay Critique	Understand the overall tone and intent of the critique	10
	Determine positive and negative aspects of the critique	11
	Comprehend in order to apply the constructive criticism	11