



Writing Guidelines Familiarization Workshop

Workshop Description:

Intended as an introduction to the [*ACTFL Proficiency Guidelines 2012 – Writing*](#), this workshop introduces participants to the major and minor level descriptors and the criteria for assigning a global writing proficiency rating. Participants explore a variety of writing tasks across levels of proficiency, evaluate language samples based on the criteria as described in the guidelines, and design appropriate writing activities and writing assessment prompts at the four major levels.

Learning Objectives:

Upon completion of this workshop, participants will be able to:

- Articulate the real-world functions related to writing proficiency at each of the major levels (Novice, Intermediate, Advanced, Superior) according to the ACTFL Proficiency Guidelines - Writing
- Identify the main Assessment Criteria used in rating a sample of writing according to the Guidelines for the major levels (Novice, Intermediate, Advanced, Superior): Function, Content/Context, Comprehensibility/Accuracy, Text Type
- Identify the targeted level of proficiency in a given writing prompt and whether or not a given response meets or does not meet the targeted level
- Design real-world writing activities appropriate to the learners in terms of relevance (purpose and content) and keeping in mind the proficiency level of the students and of the targeted activity

- Design proficiency-oriented assessments that seek to allow learners to demonstrate their ability to use the writing system of the target language for real-world communicative purposes
- Provide learners proficiency-oriented feedback to help them improve their writing

Workshop Agenda (7 hours):

Time	Content
Focus Our Learning 5 min.	Welcome and Introductions
Section One 40 min.	The ACTFL Proficiency Guidelines – Writing The ACTFL Rating Scale (Writing)
Section Two 45 min.	Assessment Criteria for Writing
15 min.	BREAK
Section Three 1h 15 min.	Rating a Writing Sample
60 min.	LUNCH BREAK
Section Four 1h 30 min.	Rating Practice- Group Debriefing
15 min.	BREAK
Section Five 60 min.	Creating Writing Prompts- Group Debriefing
Consolidate Our Learning 15 min.	Closing and Q&A