<table>
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<th>Level</th>
<th>Description</th>
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| Novice        | - Organizes ideas in simple formats such as lists, outlines or summaries with support.  
               - Needs support to go beyond summary of facts to ideas or positions.  
               - Uses everyday language and simple vocabulary to describe or discuss.  
               - Uses the forms of spoken language in both writing and presenting.  
               - Needs support to edit work.  |
| Apprentice     | - Makes use of simple organizational patterns: introduction, body and conclusion, order of events.  
               - Begins to form ideas or state a position: likes and dislikes, agreement, disagreement, in a short and direct manner lacking supporting details.  
               - Writes or speaks in a simple manner.  
               - Communicates using a number of the basic conventions of language.  
               - Peer-edits for errors; reviews work for content and/or form with assistance.  |
| Practitioner   | - Organizes material with a clear, well-defined structure.  
               - Develops ideas or positions of his or her own.  
               - Uses a style or tone appropriate to the assignment; uses a range of vocabulary to convey purpose.  
               - Communicates (writes, speaks, presents) using many of the conventions of spoken or written language.  
               - Revises to make ideas or organization clearer.  |
| Expert         | - Uses sophisticated approaches to organizing materials: strong openings, supporting details and thought-provoking conclusions.  
               - Develops ideas or positions that are striking, original and well-documented.  
               - Uses an appropriate style, tone, format or genre with consistency. Uses vocabulary that highlights meaning; experiments with literary techniques such as analogies, metaphors and imagery that under score meaning or position.  
               - Communicates (writes, speaks, presents) with an excellent command of the conventions of spoken or written language.  
               - Self-edits, responds positively to critique and is willing to revise and rewrite.  |