

## Informal Intake Discussion: Let's Talk About Writing and Informal Placement Exercise

This begins the conversation with the learner about writing and the learner as a writer. The practitioner should work through this with the learner. The process will provide valuable information about the learner's attitude towards and knowledge of writing.

### Informal Intake Discussion: Let's Talk About Writing

- ✓ Print this document two-sided. The *How I Use Writing* section on the first side is to be completed **with** the learner. This discussion is used to find out how writing is presently part of the learner's life. The *How I Think About Writing* section on the second side is designed to help the learner start to think about the process of writing.
- ✓ Review the *How I Use Writing* section **with** the learner. Since this is a formatted document, the learner may be unfamiliar with how to fill it out. Explain the confidence ratings. Review the examples. Have the learner choose a confidence rating for each example and put it in the space beside the example. Then have the learner fill in the empty spaces at the bottom with the learner's own examples and put in a confidence rating.
- ✓ Discuss the questions in the *How I Think About Writing* section. If the learner cannot write the answers you can fill them in. The important part is the discussion.
- ✓ This document can be filed in the learner's portfolio and revisited throughout the course to see if anything has changed.

### Informal Placement Exercise

- ✓ Print the ***Informal Placement Exercise***.
- ✓ Have the learner complete the exercise independently. Explain that he/she is to complete the exercise as best able and then return it to you.
- ✓ If the learner cannot fill in the *Personal Information* section he/she should begin **writeforward** in Level 1A.
- ✓ If the learner can fill in the *Personal Information* section but not the *Tell me something about yourself* section, he/she is ready to begin Level 1B.
- ✓ If the learner fills in both the *Personal Information* section and the *Tell me something about yourself* section, you should consult the **Competency and Skill Progression Chart** to see if his/her writing correlates best with Level 1B, 1C, 2A or 2B.
- ✓ If the learner places higher than 2B, then **writeforward** will not be an appropriate assessment tool.

To recap:

