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Skills and Employment  
Office of Literacy and Essential Skills

# Writing Self-Assessment

**Writing** is the ability to get an idea across by arranging words, numbers and symbols, whether on paper or a computer screen. Strong **writing** skills are essential to communicating effectively at work (e.g. writing memos, emails or phone messages) and in everyday life (e.g. writing letters, greeting cards or notes). Complete this self-assessment to help you understand your **writing** strengths and areas for improvement.

Instructions:

1. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. **Tip:** Think about your work and life experiences as you consider each task.
2. Review your responses for each task. If you have checked five or more in the “Somewhat” and/or “No” columns, you may want to consider upgrading your **writing** skills.
3. Complete **Section 2** to identify your training needs.

## Section 1: Self-Assessment

| I can...   | Yes | Somewhat | No |
|--|-----|----------|----|
| Write short reminder notes to myself or others.                    |     |          |    |
| Write simple lists (e.g. grocery list, list of work tasks).        |     |          |    |
| Write notes in point form.   |     |          |    |
| Write entries in appointment calendars.                            |     |          |    |
| Write brief notes or emails to co-workers.                         |     |          |    |
| Write brief entries into forms (e.g. bank deposit slip).           |     |          |    |
| Write down telephone messages.                                     |     |          |    |
| Write short memos or faxes to request or clarify information.      |     |          |    |
| Write text that is a paragraph or longer such as memos or letters. |     |          |    |
| Prepare written materials using templates.                         |     |          |    |
| Use correct grammar and spelling.                                  |     |          |    |
| Include details and examples to support my writing.                |     |          |    |
| Tailor my writing to a specific audience.                          |     |          |    |
| Write formal emails or letters to clients or supervisors.          |     |          |    |
| Write a brief summary of a larger piece of text.                   |     |          |    |
| Write short reports about a meeting or presentation.               |     |          |    |

| I can...  | Yes | Somewhat | No |
|---|-----|----------|----|
| Write long pieces of text such as letters or reports.   |     |          |    |
| Thoroughly express my opinions in writing.  |     |          |    |
| Prepare comprehensive written materials to provide direction, training or support (e.g. a training manual). |     |          |    |
| Write detailed emails or letters requesting information.  |     |          |    |
| Write long pieces of text using formatting features such as headings, table of contents, footnotes, etc.    |     |          |    |
| Prepare complex written materials (e.g. contracts, financial reports) using a standard format.              |     |          |    |
| Rewrite text to improve clarity and flow.   |     |          |    |
| Edit written materials to confirm proper grammar, spelling and formatting.                                  |     |          |    |
| <b>Total</b>  |     |          |    |

## Section 2: Personal Development

Completing this section will help you make informed training decisions.

- Look at the “Yes” column in **Section 1** to identify your strengths and record them below.
- Look at the “Somewhat” and/or “No” columns in **Section 1** to identify the areas that you need to develop or strengthen and record them below.

### WRITING STRENGTHS

*I am confident that I can...*

*E.g. write down telephone messages.*

1.

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2.

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3.

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**Tip:** Consider using your strengths to help a colleague, friend or family member improve their **writing** skills.

### AREAS FOR IMPROVEMENT:

*I would like to improve my ability to...*

*E.g. tailor my writing to a specific audience.*

1.

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2.

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3.

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**Tip:** When developing your training plan, focus on improving one or two abilities at a time.

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**PDF**

Cat. No.: HS18-21/2011E-PDF

ISBN: 978-1-100-18358-9

**HRSDC**

Cat. No.: WP-085-01-13E