

WRITING OUTCOME STATEMENTS



THE FORMULA:

Action Word(s) + Learning Statement + Criterion

EXAMPLE 1

Observe and respond to + subtle changes in living patterns and behaviours + early enough to avoid panic and crisis.

EXAMPLE 2

Produce + documents + using word processing equipment.

EXAMPLE 3

Make + pricing decisions + using relevant cost and profitability factor.

TIP: Avoid action words that are difficult to measure.

~~Understand~~

~~Think~~

~~Know~~

~~Learn~~

TRY THIS: Fill in the blanks in this sentence:

Use their understanding of _____ to _____.

Once the statement is complete, the first part can be dropped.

EXAMPLE

Use their understanding of the Canadian tax system to compile and prepare accurate and timely financial information to meet stakeholder needs.