

# English 1 Portfolio Format Information For Students Fall 2005

You will need to prepare a portfolio of your writing for evaluation by a team of readers at the end of the semester. It must contain at least three essays and one introductory letter. It must be submitted in a small three-ring binder, and it **must follow this format**:

- a) **Required:** The front outside cover of the binder needs to display your name and your instructor's name.
- b) **Required:** Page one of the portfolio must include your name, last 4 digits of your social security number, date, section number and instructor's name.
- c) **Required:** Page two of the portfolio must be a typed, single-spaced, one-page letter you have written on your own, explaining your writing strengths and where you feel the need to continue practicing. Your instructor is not allowed to help you with this assignment.
- d) **Required:** Following page two will be a tabbed divider indicating "Section One" of the portfolio, which will include, in this order:
  - 1) a copy of the writing assignment to which this section responds
  - 2) the final, clean copy of the essay, typed. Minimum length: 3 full pages, double spaced. (Note: Many instructors require more pages.)
  - 3) all drafts leading to the final, clean copy, with the most recent on top and the oldest on the bottom. You should include those with your instructor's, tutor's, and other helper's comments and advice as well as those done on your own.
- e) **Required:** Following "Section One" will be a tabbed divider indicating "Section Two" and this section will be set up in the same manner as "Section One" but its focus will be on another assignment and the essay readers will look at second.
- f) **Required:** Following "Section Two" will be a tabbed divider indicating "Section Three" and this section will be set up in the same manner as "Section One" but its focus will be on yet another assignment and the essay readers will look at third.

**\*Please note: Incomplete portfolios will fail. Be sure you have met all of the requirements listed above. Scores from this professional assessment of your work will be available from your instructor.**