

Writing Portfolio Instructions and Checklist
for all students in grades 5 through 12

The Portfolio serves two main purposes: it is to represent your best writing of the year, and it will be used to assess your present writing strengths and weaknesses so you understand what of your writing you should improve on between yearly Portfolio submissions. The Portfolio must contain the following:

***Portfolio Checklist**

Include this checklist with your portfolio. If you are submitting your portfolio without any of these documents, explain why in the space provided.

***Cover Letter**

The primary purpose of the Cover Letter is to introduce yourself and the revised essay accompanying the letter as well as discuss and reflect on the significance of writing to your education and future.

***Last year's Portfolio Evaluator-Narrative (if applicable)**

If you submitted a portfolio last year, include the letter you received from the evaluator (the "evaluator-narrative").

***Three essays already submitted during the year (originals or copies), with rubrics attached and commentary readable**

Include the three evaluated essays that you received back from the Writing Program this year. *Be sure to include the evaluator's commentary and rubrics as well.* (If you had more than three evaluated, choose three to include.)

***Revised Essay**

Revise one of the three essays included. Revision means to re-see an essay, to figure out ways to make an essay more effective and then follow through, making the essay better. Remember, revising an essay means more than just editing or "fixing" the mistakes that the evaluator noted in the evaluation. Use your evaluator's suggestions *and your own ideas* to "re-see" the essay and make it as strong of an essay as you can.

***Reflective Essay (required for UC students; recommended as optional for non-UC students)**

In your reflective essay, reflect on the process of revising the essay you chose. Discuss what changes you chose to make in your revision. Why did you revise as you did? Shoot for 3-5 paragraphs in your reflective essay.

The 2007 Portfolio submission period is April 30 through May 25.

For more detailed information and ideas on how to craft a sparkling Portfolio, we highly encourage you to see the Portfolio Page on the Gorman Writing Program website. (www2.gormanlc.com/~writing/portfolio)

Questions?

For grades 5-8, email writingk-8@gormanlc.com.

For grades 9-12, email writing@gormanlc.com.

Portfolio Checklist
(Include this with your Portfolio)

Name _____

Grade _____

___ Cover Letter

___ Last year's Portfolio Evaluator-Narrative (if applicable)

___ Three essays already submitted on the year, with rubrics and commentary readable.

___ Revised Essay

___ Reflective Essay (required for UC students only; recommended as optional for non-UC students)

If any of these contents above are not included, please explain why below.