

## Personal Portfolio Assignment

### English 1201

You are expected to craft a **minimum** of twelve items throughout the year. This writing is over and above the required assignments, tests, journals, etc. **The purpose of this writing is to expand your creative and critical writing skills.** Each piece you include will be subject to formative evaluation by way of the Analytical Scoring Rubric (Content, Organization, Sentence Fluency, Word Choice, Voice, Conventions). The portfolio will also be evaluated as a whole (rubric supplied) The collection dates for the portfolio are as follows:

1. October 29<sup>th</sup>, 2004
2. January 7<sup>th</sup>, 2005
3. March 18<sup>th</sup>, 2005
4. May 27<sup>th</sup>, 2005

Three pieces of writing are expected at each collection. Each entry **must** be accompanied by an "Entry Form" -- you will be given enough forms for the entire year. To ensure that you do not cause yourself undue stress as a result of this project, you are required to have a new form signed on the following dates:

1. September 17<sup>th</sup>, 2004
2. October 1<sup>st</sup>, 2004
3. October 15<sup>th</sup>, 2004
4. November 18<sup>th</sup>, 2004
5. December 3<sup>rd</sup>, 2004
6. December 17<sup>th</sup>, 2004
7. January 28<sup>th</sup>, 2005
8. February 18<sup>th</sup>, 2005
9. March 3<sup>rd</sup>, 2005
10. April 15<sup>th</sup>, 2005
11. April 29<sup>th</sup>, 2005
12. May 13<sup>th</sup>, 2005

Beyond keeping you on track these forms will allow myself to get an update on your work – you are encouraged to discuss all drafts with me as frequently as you wish. You will receive minimal class time to work on this assignment... it is ongoing and as such, it is expected that you do most of the work on your own time.

What can you include? Below you will find a checklist that must be included in your portfolio. **All items on this list must be completed or the portfolio assignment will be considered incomplete.** Beyond this checklist, there is a multitude of forms that you may choose to experiment with in the portfolio. Examine the list below for examples:

Poetry (obviously)  
Short Fiction (eg. Short Story)  
Short Non-Fiction (eg. Essay – perhaps a memoir?)  
News Article

Music (original compositions only)  
Letter to an Editor  
Artwork/Representations  
Plays/Drama  
Websites (on disc, of course)  
Advertisements/Media Texts  
Collages  
Other...

***Anything created in addition to the checklist will contribute to your over-all mark but you must complete the required work as well.***

In addition to these pieces, your portfolio **must include** a brief biography about yourself entitled "About the Author" and a cover letter in which you introduce the portfolio and reflect on what it reveals about your progress as a learner. It is *imperative* that you keep these two documents up-to-date... revise them after every evaluation.

Please note: You can always revise anything in your portfolio. In fact, you are encouraged to do so.

*Some Advice:* **It isn't about MARKS. Stop thinking about school as a business where you work and get paid... the portfolio is about working for self-improvement. So:**

***Improve Yourself... Do your best do DO YOUR BEST!***

## Personal Portfolio Checklist

As you complete each of the following, use a highlighter to indicate that it has been achieved.

For each entry, you *must* include at least one previous draft – evidence of refinement from draft to draft is necessary (this does not mean that you simply change from handwriting to wordprocessing... you must edit and revise all of your work).

Letter of Introduction to the Portfolio

Biography: About the Author

Table of Contents

**A brief explanation of each article is required – a paragraph or two describing why you chose to write on a particular topic... what inspired your choices?**

3 Poems, one from each of the following forms:

Blank Verse

Acrostic

Free Verse Lyric

2 Essays

Causal Analysis

Research (Must use at least 5 sources)

1 Information Text

Newspaper Article

3 Representations

Photo-Mosaic

Pastel Art

Magazine Advertisement

1 Short Story

1 Slide Show

1 Radio Advertisement (audio copy along with written script)

***Personal Website***– You are required to work on this from Day 1. It will eventually become your *Digital Portfolio* which will contain all works that you submit for this assignment and in essence, your personal presence on the World Wide Web. You must use either Microsoft Front Page or HTML – any other web-building programs must be cleared with me before you use them (eg. Homesite; Dream Weaver; PageBuilder, etc.).

NOTE: As you will be required to complete a website that contains the entire portfolio, you should use a wordprocessor (Microsoft Word is suggested for ease of transferring to a web document) or other digital/computer program to compose your entries to avoid over-working yourself..