Portfolios are due Friday, May 18

If you are absent or late, you must bring the portfolio to the office! No exceptions.

* Include check list with your name on it in the front for me to grade. I will not be writing in your portfolio. See attached.
* Add a table of contents – format / suggestion available on line
* Add an introduction to your writings – typed, single spaced, error-free
* Include a final clean revised error free copy of your speech outline

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Instructions for your writing portfolio introduction:

III. Writing Portfolio – collect your best writing samples to put into your writing portfolio. Because no single type of writing adequately displays a student’s ability, you need to assemble a variety of writing. These can be from this year as well as previous years. College papers are encouraged. Some may be English classes – some may not.

A. Introduction (due: 5/18)

**Prepare an introduction. This introduction should be approx. 1 page typed single-spaced. Since it is difficult to “introduce” a body of materials before the materials themselves are finished and in place, you will want to compose your introduction last. This of the introduction as a kind of final exam. The difference is, while an exam sometimes seems to draw attention to what you don’t know (because someone else asks the questions and sets the agenda), the introduction enables you to set the agenda and focus attention on what you do know. Here are several points to consider in your introduction (you won’t be able to do them all; focus on the ones about which you have the most to say):**

* **introduce the various selections in your portfolio – consider why you included them**
* **in what ways has your approach to reading and writing changed?**
* **discuss and illustrate two specific strategies or techniques of writing that you have used and found especially helpful**
* **describe the single most important thing you have learned from your writing**
* **identify the one aspect of your reading and writing behavior that you would most like to improve**

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Suggestions in preparation for presentation (May 23, 24, 25):

Decide now what you will wear – be sure you have everything you need – clean, pressed, prepared

Write a speaking outline of your essay. Practice, practice, practice. Winging it is rarely the best option – trust me. Time yourself.

Be sure you know what day and time you will be presenting. (Sign ups will begin May 7.) Schedule yourself to be there early.