**Assembling Your Writing Portfolio**

**Why a writing portfolio?**

A writing portfolio is a collection of your work that you’ve completed during a semester, a year, or even a lifetime. Portfolios show a few different things:

* They show how you have grown and developed as a writer. Nobody ever becomes perfect as a writer. (Not even people who are professional writers!) But almost everyone changes, develops, and improves on certain aspects. A semester portfolio is your chance to show how you’ve grown in certain areas of your writing.
* They show work that you are proud of. This is your chance to say what you did really well during the semester. And you can talk about why you are proud of it. Your instructor is interested to see what you enjoyed the most and what you learned the most from.
* They show what you’ve taken away from this semester, and what you will use in the future. You will have a chance to write a reflective essay that gives you a chance to really think about what you learned about yourself as a writer.

Portfolios are *not* graded in WRD, but they are carefully looked at by your instructor. (If you do not turn in a portfolio, however, you will receive E for the semester.)

**Instructions**

Please include the following items in your portfolio:

* **Include the final draft of every major written assignment you handed in this semester in WRD 110, 111, or 112**. This includes any proposals you may have completed.
* **Include the rough draft of your major assignment.**
* **Choose three other kinds of writing you did in your WRD class**. These can even be informal writings, minor assignments, blog posts, free thoughts, etc. Choose writings or work that you feel proud of *or* that shows something about you as a writer.
* **Choose at least one other kind of writing you did either for another class this semester *or* writing you did for yourself (outside of school) during the semester.** You may include up to three other pieces of writing. Examples include:
	+ A lab report for your BIO course.
	+ A long letter you wrote to your landlord about a complaint.
	+ A blog post you did on your personal blog.
	+ A short story you wrote.
	+ An essay you wrote for your History course.
	+ An essay for a summer internship position.
	+ A website you created for your cousin’s business.
	+ Many other possibilities

(Instructions continued)

* **Reflective essay.** This is a one or two-page essay that reflects on your development as a writer during this semester. Your essay is written to a general audience (beyond your instructor) and should include:
	+ a description of the contents of your portfolio: What was the purpose of each work? Talk about what each piece of writing does really well and what perhaps doesn’t work as well.
	+ an explanation of your choices: How did you decide these pieces of writing represented your best work?
	+ a reflection on your strengths and abilities as a writer: What have you learned about writing? What problems have you encountered, and how have you solved them?
* **Table of contents.** Number all pages and create a table of contents. At the top of each new piece of writing, label and date it if it isn’t clear. The first page of your portfolio should be this table of contents.