

# How to Assemble Your Creative Writing Final Portfolio

Here it is! All the information you need to put your Creative Writing Portfolio together and submit it in Google Classroom! First, let's discuss each piece of the portfolio. Your portfolio is to contain:

- The table of contents: Please cut and copy the information in the box below (to use in a Google Document)
- The cover letter: Please read the information below (the cover letter is 10% of your portfolio grade)
- Your three best assignments: please read the information below (each assignment is 30% of your portfolio grade)

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## Please follow the five steps described below:

**Step One:** Look through all of your assignments for our class and decide which three are your best pieces. (Generally students in Creative Writing also look through their journals to select their favorite journal entry, but your journals are in our classroom--yikes!).

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**Step Two:** Copy the information in the box below (not the box, just the information); It is the first part of your portfolio, the Table of Contents.

After it is in a separate document (in Google Docs), make sure you title the document *Creative Writing Final Portfolio* (that way you will be able to find it easily, later on ).

Then, fill in the blanks (put the title for your journal entry and for each of your writing assignments). That is all you need to do for the Table of Contents (yay!).

### Creative Writing Portfolio: Table of Contents

NAME: \_\_\_\_\_

Please fill in all of the blanks on this sheet

COVER LETTER (10%):

First Assignment: (30%): Title: \_\_\_\_\_

Second Assignment: (30%): Title: \_\_\_\_\_

Third Assignment: (30%): Title: \_\_\_\_\_

COMMENTS:

**Step Three:** Part of your portfolio is the cover letter, in which you provide your self-assessment for your work this quarter. The information in the box below illustrates the format for your cover letter (please be sure to follow this format and answer the questions as specifically as possible).

### **Creative Writing Portfolio: Cover Letter Format**

**Dear \_\_\_\_\_:**

**Intro:** Briefly say hello—maybe even tell me a joke!

**Body** – 2 paragraphs:

1. Your first body paragraph should explain your graded assignment choices. What makes the assignments you selected stronger than the other essays you have written? Discuss how your work has changed over the past nine weeks.
2. Body paragraph number two should include an analysis of your progress in the course. Please be sure to address at least **two** of the following questions:
  - What kinds of writing have you tried this quarter? Which type of writing did you like best?
  - What has helped you most with your writing (both inside and out-of-class)?
  - What could you do better (what should you continue to work on)?
  - What piece are you most proud of? Why?
  - What important things have you learned about writing this quarter? (Please mention at least three specific things.)
  - Looking over your written work, describe what you have learned about yourself as a writer this quarter.
  - What surprised you most about your writing?

- What piece might you not want someone else to read? Why?
- What suggestions do you have for improving our course? (Thoughtful ideas and constructive criticism are welcome. Complaints are not.)

### **Brief Conclusion**

**Step Four:** After you have completed your Table of Contents and your Cover Letter, copy your three strongest assignments into the document.

### **HINTS: Assignments:**

Please make sure that each assignment:

- Has a title (make sure your title is not in quotes, in all caps, or underlined) and an M.L.A. heading (name, teacher, class, date, assignment number and genre on page one; last name and page number on other pages).
- Is of the required length: fiction and non-fiction pieces must be a minimum of 1 ½ pages and poetry must be a minimum of 12 lines.

### **HINTS: To Raise Your Portfolio Grade:**

- Truly revise your drafts. Remember that revision is different from editing. When writing final copies, do more than just edit minor spelling and grammatical errors. Question your work; make sure you are making your point(s) in exactly the way you want to. When in doubt, get feedback on your work from someone you trust.
- Sound like yourself. The best assignments are unique. They stand out, much like an individual voice does; they do not use stiff, academic language or boring, mechanical language.
- Hand in your portfolio on time (or early—early portfolio points can be a real bonus).

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**Step Five:** Your portfolio is ready to submit in Google Classroom--but before submitting it, double check that you have the following (yes, all in the same document ):

- The Table of Contents
- The Cover Letter
- Your Three Best Assignments

**Please see me if you have any questions—I want to help!**