

21W.730 FALL 2002
PREPARING YOUR FINAL PORTFOLIO

For the final portfolio, due one day after last class, include an introduction, the draft and revised versions of each essay (together with my comments), and final self-evaluation. As you know, revising essay #1 again is an option, but not a requirement.

At the front of your portfolio, include a 1-2 page introduction that describes your writing for the term. Think of yourself as planning to publish your semester's work as a collection of essays. As you prepare this introduction, think about the similarities and differences in your three essays. If you have written about the same (or a similar) topic in more than one piece, how do your essays reflect different approaches to the topic, styles of writing or an evolution of your thinking on the subject? If you have chosen different topics, what connections do you see between your topics? What might a reader find most interesting in your collected work? (Note: This is a descriptive, not an evaluative letter. Don't tell the reader what you feel are the shortcomings of your pieces!)

At the end of your portfolio, write a short evaluative letter describing how you have seen your writing improve over the course of the term. Many writers find it helpful to review the letter from the beginning of the term (and possibly cover letters from their essays) before they write the final letter. (Obviously, you will want to comment explicitly on the revision of essay #3.) What aspects of your writing do you want to continue to work on?

Good luck preparing your portfolio!! An answer to a common question: you can submit your portfolio in an envelope, a folder with pockets, or a ring binder.