

## PREPARING A WRITING PORTAFOLIOFOLIO

A portfolio is a collection of your writings and your work in class that you submit for assessment. Compiling a portfolio allows you to participate in the assessment process, you reflect upon your writing process; you make sure that all the right pieces are in all the right places.

### HOW YOU SHOULD WORK:

- ✚ Make sure that you understand all of specific requirements for your portfolio
- ✚ Maintain a regular working schedule. It will be impossible to produce an effective portfolio if you approach it as a last minute project.
- ✚ Develop a feeling of pride in your portfolio. Allow it to reflect as positive an image of yourself as possible. Look your best.

### PROOFREADING CHECKLIST:

The following guidelines will help you check your writing for spelling, usage, mechanics and grammar errors before you share it.

- ✚ Have you spelled all your words correctly? Here are some tips:
  - Read your writing backward and aloud –one word at a time– so you focus on each word.
  - For help, you can consult the list of common misspelled words in the next link: <http://www.oxforddictionaries.com/words/common-misspellings> or check the word in your dictionary.
- ✚ Does each sentence end with a punctuation mark?
- ✚ Are coordinating conjunctions (*and, but, or, so, etc*) in compound sentences preceded by a comma? Have you used commas to set off items listed in a series, after introductory clauses, and so on?
- ✚ Have you used apostrophes to show possession or to mark contractions?
- ✚ Is all dialogue or written conversation properly punctuated?
- ✚ Do all complete sentences in general copy or dialogue begin with a capital letter?
- ✚ Have you capitalized the proper names of people, places and things?
- ✚ Have you misused any of the commonly mixed pairs of words: *there/their, they're; accept/except, etc?*
- ✚ Have you used any words, phrases or sentences that may confuse the reader?
- ✚ Do your subjects and verbs agree in number?
- ✚ Do your pronouns agree with their antecedents?
- ✚ Have you chosen an appropriate title if one is needed?
- ✚ Is your paper labelled correctly with your name and class name?
- ✚ Does the form meet the requirements of the assignment?
- ✚ Make sure your writing is concise and to the point.
- ✚ Replace any words or phrases that may be awkward, confusing or misleading.