

Writing Portfolio Guidelines

COURSE	TOPIC	FORMAT	DUE
OC I	Talking about Japanese culture	One paragraph	Week 6
OC II	A Travel experience	One paragraph	Week 6
OC III	A Person who made an important contribution to the world	One paragraph	Week 8
OC IV	A Social issue in Japan	One paragraph	Week 8
OC V	Comparing two jobs	3-4 Paragraph essay	Week 6
OC VI	Getting your dream job	3-4 Paragraph essay	Week 6
OCVII	Selling a product	3-4 Paragraph essay	Week 8
OC VIII	A Proposal with supporting facts	3-4 Paragraph essay	Week 8
RD 1-2	Book report	3-4 Paragraph essay	Week 12
RD 3-4	Book report	3-4 Paragraph essay	Week 12
CALL I	Business letter	Letter	Week 10
CALL II	Excel company report	Report	Week 10
CALL III	Power Point slides & text	Point form text	Week 10
CALL IV	Blog	Multiple paragraphs	Week 10

PROCEDURE FOR OC I-IV, READING AND DISCUSSION (RD 1-2 & 3-4), CALL I-IV

1. Assign a writing task in your class each semester, according to the schedule.
2. Teach the writing structures for the assignment (expository paragraph or short expository essay or other). Introduce relevant vocabulary and methods of organization as you see fit.
3. Correct and give feedback on drafts at least once. Use the Writing Error Codes handout.
4. Instruct students to type and properly format the piece of writing according to the Format Guidelines handout.
5. Evaluate each finished piece of writing as follows: D (Unacceptable), A (Good), or S (Excellent). Write your evaluation and signature on the essay and on the Evaluation Form in the portfolio. Make sure students include their drafts in the portfolio.
6. Remind students that they must have 5 approved pieces of writing in their portfolios to receive credit in their writing class (20% of their semester grade).

PROCEDURE FOR WRITING TEACHERS

1. Distribute handouts in the first few weeks of the course: Portfolio Title Page and Explanation, Format Guidelines, and Writing Error Codes.
2. Explain requirements and evaluation as well as the end of the year awards.¹
3. Allocate 20% of the class grade for a complete portfolio for each semester.
4. Passing portfolios must have 5 approved pieces each semester.
5. Portfolios that show excellence (multiple S grades) should be recommended for the end of the year awards.
6. Writing teachers are responsible for nominating the most improved writer and selecting the best essay writing during the year. Winners will be decided at the Curriculum Review.

NOTES

¹ Awards will be made as follows: Best portfolio (1st and 2nd year), Best essay or report (1st and 2nd year), Most improved writing (1st and 2nd year)