Due: Friday, May 14, 1:00 p.m., LB 407A

Your portfolio presents your writing for English 1325. You should present the contents of your portfolio—in a ring binder—in the following order, divided by tabs or fly pages:

- Letter of Submission
- Table of Contents
- Explication 1
- Explication 2
- Position Paper
- Journal Article Review (with a copy of the article)
- In-class Responses (leave a place for these so that I can insert them)
- Self-Assessment Memo

You should present each item with the final draft on top. For example, for Explication 1, you should have your final re-write on top, then any other re-writes you may have, then your original explication, then the drafts that went into the explication, and finally, any notes you may have made. For your synthesis paper, you should have your final re-write on top, then any other re-writes you may have, then your original paper, then the drafts that went into the paper, and finally, any notes you may have made (including your learning logs.)

Writing Your Letter of Submission

Your letter of submission should present your portfolio and overview its contents by stating the reason you have prepared the portfolio, outlining its contents and features, and offering to answer any questions your reader may have about the contents of the portfolio. (Include contact information.) Your letter should use block format (see example).

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Your address

Date

My address

Dear Professor Schoolfield:

Aldsjflksjdlaj fljd faksdfasjdflka dflkja

A;ldsjflkjadfl jsjd fjsdlfsjadflkajflkja

Alsdkjfl isjd fal;j flkjs flkj dasdfsdfalj

ad f kseajdflkajflkjs flkj if lj tkj aljd f

Sincerely,

You
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