The purpose of your Final Portfolio for this course is to demonstrate two aspects of your participation over
the course of the term. The initial versions of each assignment establish not only your initial success
responding to the assigned situations and in doing so they also provide a benchmark against which I can
consider your revision.

As I read through your documents, I will be looking primarily for two elements. For each assignment, I’ll
be looking first for how well you recognized opportunities to apply various concepts from our class
discussion and textbook. Second, I’ll consider how much you responded to my comments or took your
own initiative to challenge yourself to make changes and try new strategies with your revisions.

Below, I’ve provided a list of the documents you should include in your portfolio. Please provide a large
metal clip able to hold your documents together as a group in the order I’ve listed them below. I ask that
you use this sheet as your document cover.

I will be assessing the portfolios over the weekend, and submitting your grades next week. I will record
brief audio comments for each student on your portfolio. Because of concerns about student
confidentiality, I won’t be leaving your portfolios out with my written comments. If you’d like to get
additional feedback from me on your portfolio, please make an appointment to meet with me on Monday,
or sometime later in the summer.

**Checklist**

- Typed homework assignments (Revisions not necessary)
- Introduction Memo (Initial version with my comments)
- Introduction Memo (Revision)
- Revising a Message for You-Attitude (Initial version with my comments)
- Revising a Message for You-Attitude (Revision)
- Revising a Memo for Positive Emphasis (Initial version with my comments)
- Revising a Memo for Positive Emphasis (Revision)
- Reader Benefits (Initial version with my comments)
- Reader Benefits (Revision)
- Bad News for a Good Customer (Initial version with my comments)
- Bad News for a Good Customer (Revision)
- Research Proposal (Initial version with my comments)
- Research Proposal (Revision)
- Job Packet (Initial version)
- Job Packet (Revision)
- Memo to Group Members (Initial version) (Revision not necessary)
- Memo from Group re: Presentation (Initial version) (Revision not necessary)
- Formal Report (Initial version) (Revision not necessary)