

What to do: You will compose and upload a 1-2 page letter, addressed to “Portfolio Reviewers” (an academic audience) that explains how the writing projects that you have included in the portfolio demonstrate your abilities in the categories described in the English 1010 composition description (the same rubric we have used for each of the four assignments). In your letter, you should provide specific examples of how your writing meets the criteria (for example, where did you use specific evidence to support your claim? Where and how did you direct your writing to a specific audience? etc.). This writing is a self-analysis of your writing and revising and should show your awareness of your writing choices and decisions. You should address the specific revisions you made in projects 1-4 you selected to revise. Refer to the 50-100 word reflection you were asked to complete at with each project upload.

Audience: Portfolio Reviewers will be your audience for this assignment.

Format: This is a letter, so please format it as a letter with a salutation, closing, and date it. The entire letter is left justified and single spaced except for a double space between paragraphs, with Times New Roman 12 font.

Drafting: Do not wait until the last minute to complete the writing for your assignment. You should allow time to revise and edit your writing. Please remember that the University Writing Center is available to assist you.

Citations: You will be required to cite. References will be included on a separate sheet following the closing just like a formal paper. You will be using APA format.

Due Dates:

Polished Draft: You will upload your **polished draft** to the appropriate assignment (in Projects) in *Canvas* **by end of class, December 7th**.