

FOCUS	READING ASSIGNMENTS	WRITING ASSIGNMENTS
<b>Nov. 16 - 22</b> <b>Submitting your Final Portfolio: Revisions, Reflections &amp; Evaluations</b>	Review all assignment sheets (#1-7) to ensure those documents you submit fulfill requirements.	<ol style="list-style-type: none"><li>1. <b>Complete MSU Course Evaluation</b>, which is available in a drop-down menu at the top of your D2L homepage.</li><li>2. <a href="#">Assignment Folder</a>: Following specific directions in Assignment #7, submit your Final Portfolio by <i>midnight Friday, Nov. 20</i>. Worth up to 100 points.</li></ol>

**Welcome to the final week of WRIT 221!** Please note that I will be available all week to answer specific questions about revision and reflection as required in your Final Portfolio. This assignment accounts for nearly half your grade, so it's worth asking questions should they arise.

**IMPORTANT:** If you haven't done so already, visit [the Writing Center](#). I require receipt of that meeting as the last document in your portfolio.

**IMPORTANT:** Reread Assignment #7 before turning in your Portfolio to ensure you have all required material. Watch the "Talk-Through" to support your understanding of my requirements.

**REMEMBER:** The revision process is *not* just about fixing commas and removing repetition. Re-vision means *re-seeing*. Take advantage of the time that has elapsed since you last worked on specific assignments and apply new knowledge and perspective. Take out whole sentences or more if needed. Add examples. Change headings. Bullet lists. Swap "to be" verbs for more specific, powerful ones. Adjust tone, point-of-view and tense as needed. In other words, apply all your skills and turn in a complete portfolio you are proud of. I highly recommend printing each document and revising a hardcopy, then printing it out again and reading it aloud. This will ensure a thorough process.

**I hope everyone feels confident about turning in their revised work this week.** You wrote across technical genres--professional letters, memos, reports, emails, discussion posts, etc.--and even played with designing informative visual documents. You've learned about appropriate tone, structure and word choice for readability. You've discussed the reflection process with your peers and then moved through it. You've collaborated with peers and worked independently. Please acknowledge the hard work you've done--I sincerely hope you are beginning to see how these skills relate to *all* academic and professional writing outside this class.

**Thanks everyone! I will be in touch next week once I've evaluated your hard work.**

**PLEASE, please complete a course evaluation.** While it is important to share constructively what an instructor could have done better to serve the needs of their students, it is equally important to share what instructors did well. All of it--*the good and not-so good*--help us do our jobs better. THANK YOU!