**Portfolio Task Guideline for Students**

Please read the following guidelines in detail to maintain the portfolio task for *English Writing Skills and Communication* course.

1. Maintain a clip-file or folder to compile your portfolio tasks.
2. Write your name, ID number, Section properly on top of the folder.
3. Put the submission date against each task.
4. Attach the check list (given below) on the very top of all the tasks, fill it regularly, and get it signed by the teacher after each submission.
5. The teacher will sign in the appropriate column: done, not done, late or incomplete
6. The completed task should be arranged date wise; that is, the latest one should be on top.
7. The papers with completed task should be punched and attached with the file properly. No loose papers will be appreciated.
8. The portfolio task will be submitted to the teacher for assessment and it will carry marks to contribute to the term exam results.
9. Irregularity in task completion and submission will earn you minus points.
10. Copying from any classmates’ completed tasks or from any other sources will deem it disqualified for assessment.

**Portfolio Task Checklist**

**English Writing Skills and Communications**

**Mid-Term**

Name: ID# Sec:

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| **Sl.** | **Unit and Session** | **Task Name** | | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
| 1 | Unit 1 Session 2 P. 13: | Brainstorm to Gather Ideas. Develop/create specific & focused topic on a given theme and Brainstorm again on focused topic | |  |  |  |  |  |
| 2 | Unit 2 Session 1 P. 21: | Note Taking from a selected source (Using Sources) | |  |  |  |  |  |
| 5 | Unit 3 Session 1 P. 35: | Write the revised and completed plan of your essay | |  |  |  |  |  |
| 6 | Unit 3 Session 2 P. 41: | Write Introduction with *Thesis Statement* on the focused topic created | |  |  |  |  |  |
| 7 | Unit 4 Session 1 P. 47: | Collect at least 2 relevant articles. Take note. Write two body paragraphs by using sources, cohesion & integrating data/graphics | |  |  |  |  |  |
| 8 | Unit 4 Session 2 P. 53: | Write the first draft of the whole essay (500 words) | |  |  |  |  |  |
| 9 | Unit 5 Session 1 P. 59: | Collect 1 extract from a relevant article. Take note. Paraphrase it to integrate with proper referencing in the previous essay. | |  |  |  |  |  |
| 10 | Unit 5 Session 2 p. 65: | Collect 1 extract from a relevant article. Take note. summarize it to integrate with proper referencing in the previous essay | |  |  |  |  |  |
| 11 | Unit 7 Session 1 p. 82: | Edit the second draft of the whole essay maintaining academic style | |  |  |  |  |  |
| 12 | Unit 7 Session 2 p.90: | Submit the final draft of the whole essay maintaining academic style | |  |  |  |  |  |
| **New Vocabulary and Sentence Building Tasks** | | | | | | | | |
|  |  | | **Page Number** | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
| 1 | Unit 1 | | Page 14 (do it in the course pack) |  |  |  |  |  |
| 2 | Unit 2 | | Page 29 (do it in the course pack) | For Final |  |  |  |  |
| 3 | Unit 3 | | Page 41 (do it in the course pack) |  |  |  |  |  |
| 4 | Unit 4 | | Page 54 (do it in the course pack) |  |  |  |  |  |
| 5 | Unit 5 | | Page 65 (do it in the course pack) |  |  |  |  |  |
| 6 | Unit 7 | | Page 90 (do it in the course pack) |  |  |  |  |  |
| **Additional Tasks (If assigned by the instructor)** | | | | | | | | |
| **Sl.** | **Unit and Session**  **And Activity nos.** | | **Task Name** | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
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**Portfolio Task Checklist**

**English Writing Skills and Communications**

**Final Term**

Name: ID# Sec:

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| **Sl.** | **Unit and Session** | **Task Name** | | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
| 1 | Unit 2 Session 1 P. 21 | Note Taking from a selected source (Using Sources) | |  |  |  |  |  |
| 2 | Unit 2 Session 2 P. 28 | Write sentences using the trends to integrate data & graphics in your body para. | |  |  |  |  |  |
| 3 | Unit 9 Session 1 p. 112 | Reading Appendix 2 and answering questions | |  |  |  |  |  |
| 4 | Unit 9 Session 2 P. 119 | writing an essay (comp./cont.) | |  |  |  |  |  |
| 5 | Unit 10 Session 1 p. 125 | paragraph writing  (cause and effect) | |  |  |  |  |  |
| 6 | Unit 10 Session 2 p. 131 | Essay writing  (cause and effect) | |  |  |  |  |  |
| 7 | Unit 11 Session 1 p. 139 | Paragraph Writing (argument) | |  |  |  |  |  |
| 8 | Unit 11 Session 2 p. 145 | Essay writing  (problem solution) | |  |  |  |  |  |
| 9 | Unit 12 Session 1 p. 151 | Writing an introduction of a report | |  |  |  |  |  |
| 10 | Unit 12 Session 2 p. 157 | writing a methodology of a report | |  |  |  |  |  |
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| **Sentence Building Tasks with New Vocabulary** | | | | | | | | |
|  |  | | **Page Number (s)** | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
| 1 | Unit 2 | | Page 29 (do it in the course pack) |  |  |  |  |  |
| 2 | Unit 9 | | To be done in the material |  |  |  |  |  |
| 3 | Unit 10 | | To be done in the material |  |  |  |  |  |
| 4 | Unit 11 | | To be done in the material |  |  |  |  |  |
| 5 | Unit 12 | | Add in the portfolio (p. 157) |  |  |  |  |  |
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| **Additional Tasks (If assigned by the instructor)** | | | | | | | | |
| **Sl.** | **Unit and Session**  **And Activity nos.** | | **Write the Task Name** | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
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