WRITING PORTFOLIO 1

Paragraph Writing (15%)

This is an individual task. From the topics listed below, choose ONE topic. Do you agree or disagree with the topic? Write a paragraph of 200-250 words on the chosen topic. Use specific reasons and examples to support your answer.

1. Parents are the best teachers.
2. The most important aspect of a job is the money a person earns.
3. Television, newspapers, magazines, and other media pay too much attention to the personal lives of famous people such as public figures and celebrities.

Timeline for Writing Portfolio 1

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<th>Week</th>
<th>Task</th>
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| 3    | • Decide on a topic for an opinion paragraph based on the suggested topics above.  
     | • Brainstorm for ideas/points according to your chosen topic. |
| 4    | • Prepare an outline for the paragraph in complete sentences using the outline template provided. |
| 5    | Paragraph: Draft 1  
     | • Develop a paragraph by connecting ideas in the outline into coherent sentences and expand the sentences to include specific details.  
     | • Use appropriate transitional words (e.g.: Therefore, Moreover, In addition, Firstly, In short etc.)  
     | • The paragraph should be at least 200-250 words  
     | • Exchange the first draft with a peer. Your peer will then provide feedback on your draft by filling in the Peer-editing Form. This completed feedback form is one of the items that needs to be included in your portfolio for submission. |
| 6    | Paragraph: Draft 2  
     | • Develop the second draft of the paragraph based on the comments that were given in the Peer-editing Form.  
     | • Edit the second draft yourself using the Self-editing Form. This completed Self-editing Form is one of the items that need to be included in the portfolio for submission. |
• Thoroughly revise the paragraph for coherence, relevance, unity and language use.

**Paragraph: Final**

• Based on the revision from the Self-editing Form, write the final draft of the paragraph.

• Submit your Writing Portfolio 1

**DUE DATE:** 7 **October 2016**

**NOTE:**

1. Your **OUTLINE** should be written in complete sentences.

2. Your assignment should only be **HANDWRITTEN**.

3. Your paragraph should be at least 200-250 words. Do not exceed the number of words.

4. Your paragraph should have a topic sentence, several supporting sentences and a concluding sentence.

5. Support your points with relevant explanation and appropriate examples.

6. Before submitting, arrange your documents according to the following list:

   I. Paragraph outline
   II. First draft
   III. Peer-feedback Form
   IV. Second draft
   V. Self-editing Form
   VI. Final draft
PARAGRAPH OUTLINE

TITLE:

________________________________________________

Topic Sentence:

___________________________________________

__________________________________________________

___________________________________________________________________

Supporting Sentence 1:

___________________________________________________________________

___________________________________________________________________

Supporting Detail 1:

___________________________________________________________________

___________________________________________________________________

Supporting Detail 2:

___________________________________________________________________

___________________________________________________________________

Supporting Sentence 2:

___________________________________________________________________

___________________________________________________________________

Supporting Detail 1:
Supporting Detail 2:
___________________________________
___________________________________
___________________________________
___________________________________

Supporting Sentence 3:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Supporting Detail 1:
___________________________________
___________________________________

Supporting Detail 2:
___________________________________
___________________________________

Concluding Sentence:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
### Peer-Editing Form

#### Topic Sentence
1. Is there a topic sentence? Write the sentence number. ______  
Yes | No
--- | ---

2. Is the topic sentence well-focused and makes clear the writer’s stand on the topic?  
Yes | No
--- | ---

3. Make a prediction about what you expect to read in the rest of the paragraph based on the topic sentence.  
Yes | No
--- | ---

#### Supporting Sentences
4. Has the writer provided adequate and specific support throughout the paragraph?  
Yes | No
--- | ---

5. Has the writer related the supporting details to the topic sentence?  
Yes | No
--- | ---

6. Does the information follow a logical order?  
Yes | No
--- | ---

7. Are there any supporting details that require more explanation to relate it to the topic sentence?  
Yes | No
--- | ---

#### Concluding Sentence
8. Is there a concluding sentence?  
Yes | No
--- | ---

9. The concluding sentence summarises/paraphrases the writer’s stand.  
Yes | No
--- | ---

#### Coherence and Unity
10. Do all the supporting points discuss the topic?  
Yes | No
--- | ---

11. Is there any irrelevant sentence? Sentence No.  
Yes | No
--- | ---

12. Are the ideas ordered in a way that is logical, clear, and easy to follow?  
Yes | No
--- | ---

13. Does the writer use consistent nouns and pronouns throughout the paragraph?  
Yes | No
--- | ---

14. Does the writer use adequate transition signals?  
Yes | No
--- | ---

#### Language and Sentence Structures
15. Is there a variety of sentence structures?  
Yes | No
--- | ---

- Identify at least one of the following.  
  - Simple Sentence No.  
  - Compound Sentence No.  
  - Complex Sentence No.  

16. Is there any spelling error?  
Circle on the draft if any.  
Yes | No
--- | ---

17. Is there any error in subject-verb-agreement?  
On the draft, underline and write SVA above it.  
Yes | No
--- | ---

18. Identify any wrong usage of tenses.  
Underline on the draft if any.  
Yes | No
--- | ---

19. Are the sentences punctuated correctly?  
Yes | No
--- | ---

20. Does the writer use correct capitalization?  
Yes | No
--- | ---
# SELF-EDITING FORM

<table>
<thead>
<tr>
<th>Writer’s name:</th>
<th>Date:</th>
<th>Number of words:</th>
</tr>
</thead>
</table>

| 1. My paragraph has a topic sentence that states a stand/offers a perspective of importance that I would like to discuss. | YES | NO |
| 2. My topic sentence contains only one main idea. | | |
| 3. I have supported my topic sentence with relevant supporting details. | | |
| 4. I have made sure all my supporting sentences relate clearly to my topic sentence. | | |
| 5. I have written an appropriate concluding sentence calling for an action or a change. | | |
| 6. I have used correct punctuation. | | |
| 7. I have checked for correct capitalization. | | |
| 8. I have checked my spelling. | | |
| 9. I have checked my sentences for subject-verb agreement. | | |
| 10. I have checked for unity and coherence. | | |
| 11. I have checked for noun pronoun consistency. | | |

Put a tick (✓) in the boxes provided.

12. I have checked my paragraph for
   a) fragments   
   b) run-ons   
   c) comma splices   
   d) parallel structures   

13. I have made changes to my paragraph (revised my writing) after receiving feedback from my peer editor.   

14. The 3 most important changes I have made to my paragraph are:
   a)   
   b)   
   c)   
