WRITING PORTFOLIO 2

Essay Writing (20%)

This is an individual task. Write a 5 paragraph opinion essay of 450 – 550 words on ONE of the following topics.

1. Should student’s textbooks be replaced by notebook computers or tablets?
2. Should the driving age be raised to twenty-one?
3. Should our country have free health care?

Your thesis statement should clearly indicate your opinion/stand on the topic. Your essay must contain at least 5 paragraphs which include:

- Introductory paragraph
- Body paragraph 1
- Body paragraph 2
- Body paragraph 3
- Concluding paragraph

Timeline for Writing Portfolio 2

<table>
<thead>
<tr>
<th>Week</th>
<th>Task</th>
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</thead>
</table>
| 7    | • Decide on a topic for an opinion essay based on the suggested topics above.  
      | • Brainstorm for ideas/points according to your chosen topic. |
| 8    | • Prepare an outline for the essay in **complete sentences** using the outline template provided.  
      | • Develop a thesis statement that can be reasonably supported in a 450-550 words essay. |
| 9    | **Essay: Draft 1**  
      | • Develop your essay by connecting ideas in the outline into coherent sentences and expand the sentences to include specific details. Include some general statements in the introductory paragraph.  
      | • Use appropriate transitional words (e.g.: Therefore, Moreover, In addition, Firstly, In short etc.)  
<pre><code>  | • Exchange the first draft with a peer. Your peer will then provide feedback on your essay draft by filling in the Peer-editing Form. This completed feedback form is one of the |
</code></pre>
<table>
<thead>
<tr>
<th></th>
<th>items that needs to be included in your portfolio for submission.</th>
</tr>
</thead>
</table>
| **10** | **Essay: Draft 2**  
- Develop the second draft of the essay 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 essay for coherence, relevance, unity and language use. |
| **11** | **Essay: Final**  
- Based on the revision from the Self-editing Form, write the final draft of the essay. |
| **12** | **Essay: Final**  
- Submit your Writing Portfolio 2 to UPMET before the due date.  

**DUE DATE: 18 November 2016**

**NOTE:**
1. Your **OUTLINE** should be written in complete sentences.
2. Your assignment should only be **HANDWRITTEN**.
3. Your **ESSAY** should be at least 450-550 words. Do not exceed the number of words.
4. Each body paragraph should be discussing one reason for your opinion (You should have 3 reasons in this essay). Support your reasons with relevant points (supporting sentences) and support your points with relevant explanation and appropriate examples (supporting details).
5. Before submitting, arrange your documents according to the following list:
   I. Essay outline
   II. First draft
   III. Peer-feedback Form
   IV. Second draft
   V. Self-editing Form
   VI. Final draft
ESSAY OUTLINE

Topic: ____________________________________________________

Introduction Paragraph:
Thesis Statement:
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

Body Paragraph 1

Topic Sentence 1:
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

Supporting Sentence 1:
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

Supporting Detail 1:
______________________________________________________________________________________________________________

Supporting Detail 2:
Supporting Sentence 2:

______________________________________________________________________

______________________________________________________________________

Supporting Detail 1:

____________________________________________________________________

______________________________________________________________________

Supporting Detail 2:

______________________________________________________________________

______________________________________________________________________

Body Paragraph 2

Topic Sentence 2:

____________________________________________________________________

______________________________________________________________________

Supporting Sentence 1:

____________________________________________________________________

______________________________________________________________________

Supporting Detail 1:

____________________________________________________________________

______________________________________________________________________

Supporting Detail 2:
Supporting Sentence 2:

___________________________________________________________________
___________________________________________________________________
_________________________________________________________

Supporting Detail 1:

___________________________________________________________________
___________________________________________________________________

Supporting Detail 2:

___________________________________________________________________

Supporting Sentence 1:

___________________________________________________________________
___________________________________________________________________
________________________________________

Body Paragraph 3:

Topic Sentence 3:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Supporting Sentence 1:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Supporting Detail 1:

___________________________________________________________________
___________________________________________________________________

Supporting Detail 2:
Supporting Sentence 2:

___________________________________________________________________
___________________________________________________________________

Supporting Detail 1:

___________________________________________________________________
___________________________________________________________________

Supporting Detail 2:

___________________________________________________________________
___________________________________________________________________

Concluding Paragraph:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
### Writing Portfolio 2 Peer-Editing Form

<table>
<thead>
<tr>
<th>Peer-editor:</th>
<th>Number of words in the essay:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writer:</td>
<td></td>
</tr>
</tbody>
</table>

#### Introductory Paragraph

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do the first few sentences of the introductory paragraph provide the problem or issue?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. What is the thesis statement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Does the introductory paragraph capture your attention?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Body Paragraphs

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Do the paragraphs relate to the thesis statement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is there a clear topic sentence in each paragraph?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Did the writers use the following to support the topic sentence? Put a tick (✓) in the boxes provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) explanations</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>b) examples</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>c) statistics</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>d) quotations</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

#### Concluding Paragraph

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>7. What kind of conclusion does this essay have?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] A summary of the main points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] A restatement of the thesis statement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Overall Views

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Does the draft address an appropriate problem/question/issue?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. What is the quality of the argument (or quality of the ideas presented?)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Good</td>
<td>[ ] Average</td>
<td>[ ] Poor</td>
</tr>
<tr>
<td>10. Are there any irrelevant sentences?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sentence No.:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is there coherence in the ideas presented?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. What transition signal(s) can you find throughout the essay?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are the transition signals(s) being used correctly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Are the ideas ordered in a way that is logical, clear, and easy to follow?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Is there any error in Subject-Verb Agreement? On the draft, underline and write SVA above it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Is there any spelling error? Circle on the draft if any.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# WRITING PORTFOLIO 2 SELF-EDITING FORM

**Writer :** __________________________  **Number of words in the essay:**

## INTRODUCTORY PARAGRAPH

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>The introductory paragraph provides the problem or issue.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>The thesis statement is clear and presents my own view on the topic.</td>
<td></td>
</tr>
</tbody>
</table>

## BODY PARAGRAPH

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>The topic sentences in each paragraph support the thesis statement.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Each supporting point in a paragraph is developed with details/examples/statistics/quotations.</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>I have incorporated ideas/info from other sources to strengthen my arguments.</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>I have made it clear how my citations of info from other sources contribute to my own arguments.</td>
<td></td>
</tr>
</tbody>
</table>

## CONCLUDING PARAGRAPH

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>The concluding paragraph reflects the ideas in the thesis statement.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>I have repeated key words/ideas from the thesis statement and supporting ideas.</td>
<td></td>
</tr>
</tbody>
</table>

## COHERENCE AND UNITY

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>There is a main idea (thesis statement) that focuses the information.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Each body paragraph discusses only one main idea.</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>All the topic sentences support the thesis.</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td>There are no irrelevant sentences in each paragraph.</td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td>All info/ideas cited from other sources are directly relevant to the thesis/topic sentences.</td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td>All the supporting sentences serve to illustrate clarity, and/or explain the main idea set forth in topic sentences.</td>
<td></td>
</tr>
<tr>
<td>g)</td>
<td>The essay flows smoothly from introductory paragraph to body paragraphs to concluding paragraph.</td>
<td></td>
</tr>
<tr>
<td>h)</td>
<td>Supporting points and details in each paragraph are organised systematically and clearly.</td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>I have linked ideas from one paragraph to another paragraph.</td>
<td></td>
</tr>
<tr>
<td>j)</td>
<td>In each paragraph, I have used transition words/repetition of key words to show relationships among supporting points and details.</td>
<td></td>
</tr>
<tr>
<td>k)</td>
<td>I have used consistent nouns and pronouns throughout the essay.</td>
<td></td>
</tr>
<tr>
<td>l)</td>
<td>I have clearly linked the ideas cited from other sources to the thesis/topic sentences.</td>
<td></td>
</tr>
</tbody>
</table>

## LANGUAGE

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>The language is grammatically correct.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>The language is appropriate in style for the writing purpose, audience and context (e.g., not too formal, not too informal, nor too technical or wordy)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>The essay is written in the writer’s own voice so that the language is ‘comfortable’, clear, and interesting to both the writer and audience.</td>
<td></td>
</tr>
</tbody>
</table>

## REFERENCING

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>I have quoted/cited from at least two articles correctly and completely in the text of my essay.</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>I have put the complete citation of these articles in the reference section.</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>The citation/referencing follows the APA style.</td>
<td></td>
</tr>
</tbody>
</table>
ESSAY: FINAL