

## ENGLISH 3771 CLASS ASSIGNMENT

### Section E264 & D559

Dates: 8/28/2013 to 12/23/2013



### Portfolio Assignment: Student's Choice

Draft due: 11/20/13

#### Background

In 3771, you have completed a number of portfolio documents that satisfy the basic objectives of the course. Now, you must demonstrate that you can take what you have learned and apply it to a document, and problem that is relevant to your own discipline.

#### Problem

You will write one more portfolio document for this course. The design and use of this document will be of your own choosing, and related to the work you do, or plan to do, beyond this course. The document you choose should be at least one page in length. Examples may include, but are not limited to, the following:

- Business inquiry
- Invoice
- Press release
- Collections letter
- Budget
- Graphic design
- Brochure
- Executive summary
- Statement of work

You may choose from the above list, or compose a document of your own choice. I recommend you discuss with my what choice you plan on making.

#### Directions

- Choose a document to compose according to a reasonably realistic scenario.
- Compose the document.
- Write a two paragraph response regarding the following: (a) what is the scenario for the document, and (b) why have you chosen this document to represent your last portfolio piece.

#### Rubric

The rubric below will be used to assess the draft of your assignment. Note, because this is a draft assignment, you will not receive a grade. Instead, you will receive a response designed to help you improve your document for submission as part of your portfolio:

Objective:	Points Earned	Points Possible
Document meets standard conventions of rhetorical and design effectiveness.		
Response page is completed thoughtfully.		