* All work should be placed in a ring binder in the order given below.
* NO work should be placed in plastic folders so as to be teacher friendly.
* Dividers should be placed between each section.

**PORTFOLIO COVER “GRADE” & “ORDER OF WORK” PAGES**

**WRITING**

Essay 1

* Evaluation Sheet
* Brainstorming + Clustering
* Outline: first draft + second draft
* First draft
* Final draft

Essay 2

* Evaluation Sheet
* Brainstorming + Clustering
* Outline: first draft + second draft
* First draft
* Final draft

**ORAL PRESENTATIONS**

Presentation 1

* Evaluation Sheet
* Outline: all drafts
* A copy of the PowerPoint slides

Presentation 2

* Evaluation Sheet
* Outline: all drafts
* A copy of the PowerPoint slides

**Quizzes**

* Grammar
* Vocabulary

**MIDTERM EXAM**

**FINAL EXAM**

**HOMEWORK**

All typed homework, including articles found from library research