**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 date-wise your portfolio tasks regularly.
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 1 P. 06: | Writing an e-mail to explain the class lesson (Gathering Ideas) | |  |  |  |  |  |
| 2 | Unit 1 Session 2 P. 13: | creating specific & focused topic in your subject area. | |  |  |  |  |  |
| 3 | Unit 2 Session 1 P. 21: | Note Taking from a selected source (Using Sources) | |  |  |  |  |  |
| 4 | Unit 2 Session 2 P. 28: | Write sentences using the trends to integrate data & graphics in your body para. | |  |  |  |  |  |
| 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: | Write two body paragraphs  by using sources, cohesion & integrating data/graphics | |  |  |  |  |  |
| 8 | Unit 4 Session 2 P. 53: | Writing the whole essay (500 words) | |  |  |  |  |  |
| 9 | Unit 5 Session 1 P. 59: | Writing Paraphrase to integrate in the previous essay | |  |  |  |  |  |
| 10 | Unit 5 Session 2 p. 65: | Writing summary and paraphrase | |  |  |  |  |  |
| 11 | Unit 7 Session 1 p. 82: | Paragraph Writing maintaining academic style | |  |  |  |  |  |
| 12 | Unit 7 Session 2 p.90: | Paragraph Writing maintaining academic style | |  |  |  |  |  |
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| **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) |  |  |  |  |  |
| 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 9 Session 1 p. 112 | Reading Appendix 2 and answering questions | |  |  |  |  |  |
| 2 | Unit 9 Session 2 P. 119 | writing an essay (comp./cont.) | |  |  |  |  |  |
| 3 | Unit 10 Session 1 p. 125 | paragraph writing (cause and effect) | |  |  |  |  |  |
| 4 | Unit 10 Session 2 p. 131 | Essay writing (cause and effect) | |  |  |  |  |  |
| 5 | Unit 11 Session 1 p. 139 | Paragraph Writing (argument) | |  |  |  |  |  |
| 6 | Unit 11 Session 2 p. 145 | Essay writing (problem solution) | |  |  |  |  |  |
| 7 | Unit 12 Session 1 p. 151 | Writing an introduction of a report | |  |  |  |  |  |
| 8 | Unit 12 Session 2 p. 157 | writing a methodology of a report | |  |  |  |  |  |
| **Sentence Building Tasks with New Vocabulary** | | | | | | | | |
|  |  | | **Page Number (s)** | **Date** | **Done** | **Not Done** | **Late** | **Incomplete** |
| 1 | Unit 9 | | To be done in the material |  |  |  |  |  |
| 2 | Unit 10 | | To be done in the material |  |  |  |  |  |
| 3 | Unit 11 | | To be done in the material |  |  |  |  |  |
| 4 | Unit 12 | | Add in the portfolio (p. 157) |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |
| **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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