

**T.R.**  
**İZMİR BAKIRÇAY UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**



**The Portfolio Guideline**

## The Portfolio Guideline

- **4 of the writing tasks in each term will determine the writing portfolio grade.** These writing tasks are to be kept in a portfolio to help students follow their own improvement in writing.

### Steps to be followed:

1. Students write ***the first draft in one class***-(The time allocated for **ESSAY** tasks is 60 minutes), **WITHOUT** using any cellphones or dictionaries. They may always ask for their teacher's guidance and help.
2. Instructors collect the first drafts at the end of the allocated time and use a prior set code **in ink** (see the Error Correction Codes below) to draw students' attention to their mistakes. The instructors **ALSO** give feedback **on content**.
3. Students then write **their final drafts outside the class on a new separate A4** and hand them in with their first draft the following week.  
**! Students MUST work on their final drafts based ONLY on the instructor's feedback and they MUST refrain from creating a completely new task as this will NOT BE ACCEPTED.**
4. Students put their writing tasks (both first and final drafts) into their folders. Students will **NOT** be able to get any points if they lose any of the drafts. (Please see the grading table below)

### At the end of each term:

- The students will hand in their portfolio folders to their instructors **ON TIME** (there will be **NO** time extension for the announced submission dates).
- The students' portfolio will be graded as follows:

The Grading Table

	Writing Task X (40 pts)	Writing Task Y (40 pts)	Portfolio Completion (20 pts)	Total (100 pts)
First Draft	15 pts	15 pts	5 points (2.5 pts for the first draft; 2.5 pts for the final draft) for each writing task being present in the folder	
Final Draft	25 pts	25 pts		

### Error Correction Codes

Code	Meaning	Examples
C	Capitalisation	ankara i want to Visit my grandma.
GR	Grammar	I am go shopping with my friends.
P	Punctuation	When, I was a child ... Are you a student.
SP	Spelling	adress s(c)ientist
S/V	Subject-verb agreement	She have two brothers. They is young.
WO	Word Order	She goes usually shopping.
FR	Fragment (Your sentence isn't complete)	I learn English. Because I want to have a good job. I learnt playing the piano. When I was 3.
Art.	Article	She is (a) student. The most important invention of 20th century is (the) Internet.
WW	Wrong word	My friend is Arabic. (Arabic is the language, not the race)
Prep.	Preposition Mistake	Let's meet on 3 o'clock.
RW	Rewrite	Your sentence does not make sense. Write it again.
Run-on	Run-on sentence	I want to go to a picnic I like it. (I want to go to a picnic. I like it) (Your sentence is more than one sentence)
WF	Word Form	She walks slow. (slowly)
sing./pl.	Singular / Plural	She has three sister. (sisters)
^	something is missing	She likes ^. (She likes cooking/dancing, etc.)
IR	irrelevant	
EX	extra	