

Composer's Commentary for Semester Portfolio

Purpose and Goals

You will also submit a letter of Composer's Commentary along with your final drafts of your *Neutral News Email*, *Proposal*, *Wiki User Manual*, *Progress Report*, and *Kickstarter Page*. This letter will allow you to **reflect on** and **discuss** how your writing process changed as you worked on drafting your assignments. Your discussion **should include direct references** to aspects of the course, such as assigned readings, discussion board posts, and feedback. Your letter will also **include examples of the changes that you made** from your early drafts to your final drafts of each of the major assignments.

Requirements

Length: You will write a letter of at least 500 words.

Sources: You should draw from any class texts (readings, discussion board posts, etc.) that help you explain the way you reached the final drafts you are submitting in your portfolio.

Citation: You will include the attribution information (the author's name and the name of the source) in the sentence. You will not have a separate Work Cited page for your letter.

Audience: Your primary audience is your instructor. While the audience is different for the other assignments in your portfolio, this letter is meant to be personal communication between you and your instructor.

Medium: You will write this letter in a word processor like *Microsoft Word*, and you will use business letter formatting. You are not required to include inside addresses.

Due Date: August 15th 2015 by 11:59pm

Tips and suggestions

- ❖ You should include 1-2 brief paragraphs for each of the major assignments included in your portfolio: *Neutral News Email*, *Proposal*, *Wiki User Manual*, *Progress Report*, and *Kickstarter Page*.
- ❖ Remember that the purpose of this document is reflection and showing me how your writing has changed over time and been effected by the class.
- ❖ You can take this assignment to the Writing Center to get general feedback; however, if you do not have an opportunity to have a session at the Writing Center, I still suggest that you carefully proofread and possibly revise your Composer's Commentary before submitting it.

Assessment- Composer's Commentary

Content (55%): Your commentary should include a thoughtful discussion of the changes that you made during your revision process. You will want to make sure that you discuss each of the main projects in its own paragraph(s). You will also have an introduction and conclusion that places your revisions and what you have learned this semester in the context of our course assignments, discussions, assigned readings, and my feedback. You will reference specific assignments, readings, and discussions that affected the way that you revised your documents over the course of the semester.

Organization and Format (25%): You are expected to follow many of the organization and formatting conventions that we discussed in class during Professional Correspondence unit. Unlike some of the business letter examples, your Composer's Commentary Cover Letter will not need to include an inside address. The other sections of the letter (greeting, introduction, body paragraphs, conclusion, and signature) will be structured according to the genre conventions we discussed during the previous assignments.

Vocabulary (10%): You will want to use the appropriate terminology with discussing your writing. You will want to use the language that will allow you to clearly communicate your reflections on your writing process. Part of completing this task includes using terminology that we read about in our textbooks and in the outside readings.

Grammar/Mechanics (10%): Your letter should be free of grammatical and mechanical mistakes. Poor proofreading can lead to confusion and distract from your message.