ENGL 1100

**Self-Analytical Cover Letter (10%)**

**What to do.** You will compose and upload a 4-6 page letter, addressed to “Portfolio Reviewers,” that explains how the writing projects that you have included in the Portfolio of Revisions demonstrate your abilities in the categories described on the English 1100 Portfolio Rubric.

In your letter, you should:

* Provide specific examples of how your writing meets the criteria (for example, where did you use specific evidence to support your claim? Where and how did you direct your writing to a specific audience? etc.).
  + This means you’ll need to actually use the rubric as you are writing.
* This writing is a **self-analysis** **of your writing and revising** and should show your awareness of your writing choices and decisions.
* You should address specific revisions you made to the projects you selected to revise.

In your letter, you should **NOT**:

* Include information about the instructor (for assessment reasons).
* Offer any discussion of the course as a whole
  + This means do NOT talk about whether you enjoy an assignment or the class itself. This is about the rhetorical choices you are making in YOUR WRITING.

**Audience.** Think of other English 1100 instructors as your readers.

**Format.** This is a letter, so please format it as a letter with a salutation, closing, and date it.

**Due Dates.**

**By 11/16 5pm: Selection of Projects for Revision.** After reading through your projects and feedback including the rubric, select two to significantly revise.Post to Discussion a short reflection on the projects you have selected to significantly revise. What revisions are you planning to make? Who is the intended audiences?

**11/28: Peer Review of Revision #1.** Submit one revised project to appropriate Peer Review discussion before 5pm. Peer Review feedback of the revised projects is due by end of class, 11/29.

**11/30: Peer Review of Revision #2.** Submit the second revised project to appropriate Peer Review discussion before 5pm. Peer Review feedback of the revised projects is due by end of class, 12/01.

**12/02: Peer Review of Self-Analytical Cover Letter.** Submit complete Cover Letter to appropriate Peer Review discussion before 5pm. Peer Review feedback of the Cover Letter is due by end of class 12/03.

**By 12/06, end of class: Polished Drafts Due.** Please submit all polished drafts to appropriate assignments in Canvas.