

1. Participation: The writing portfolio

The writing portfolio comprises a designated number of your written assignments completed over the semester PLUS a one-page report. The aim of the portfolio is to demonstrate how you have progressed as a writer of English. For this reason, you should include **all** versions of each assignment – from the first draft you showed me to the final version. All versions should be the originals or photocopies of the originals; I will not accept versions that I have never seen before or that have no feedback written on them.

One of the aims of the one-page report is to improve your awareness of your progress and of your strengths and weaknesses when writing in English. In it you should explain why you chose the writing assignments that you have included in the portfolio and analyse what they demonstrate about your progress as a writer of English. As the only text that I have not seen, the report also provides you with an opportunity to demonstrate what you have learnt over the semester.

Remember to check your report for discourse organisation, clarity of ideas and information flow, and grammatical accuracy, appropriacy and range of structures and vocabulary. In addition to content, these are the criteria for marking all written work.

The final date for handing in the portfolio is Monday, 22 May 2016

Unless otherwise specified or required by the nature of the assignment, written assignments should be formatted in Calibri or Times New Roman typeface, either 11 or 12 with 1½ line spacing. On revised assignments any changes introduced to the original draft or preceding version should be underlined. Please place your name at the top right-hand corner of the page.

Speaking, listening and reading

During classes notes will be taken on each student's speaking, listening and reading. These qualitative notes serve as the basis for the mark. If, due to student absences, I have collected no information on a student's skills, I will not assign a mark to the relevant component.

2. Oral presentation

The oral presentation is done in either a pair or a group of three. It is composed of 4 parts.

1. A synthesis of a topic related to one of the themes and approved by the teacher. It may be taken from one or more sources, which may be written, audio and/or audio-visual;
2. A link to the course to illustrate the relevance of the topic;
3. An extended comment on the issue;
4. A brief question and answer session.

Each student should speak for 5 minutes during sections 1 to 3. The question and answer session is not included in that time.

You may speak from notes and use visual aids but you **MUST NOT READ**. Visual aids - e.g. powerpoint slides with key words, notes or graphs – are important for the listeners and can offer valuable help to the presenter. Remember that the listeners have not read the article(s) or had access to the sources that you are using so they need clear explanations of the issue, including any necessary background information. Also remember that interpretative commentary on graphs should be complementary to, rather than a straight reading of a graph.

The topics for the oral presentations should be chosen in advance and approved by the teacher. In addition, any slide shows should be reviewed by the teacher a minimum of two days before the presentation. The presentations will be held in the second half of semester. A schedule will be passed around in class for you to sign up.

3. Written tests and exams.

The in-class midterm test will be held in the 7th week of semester. It is open book, i.e. students may consult all the materials we have used, including past assignments.

The final written exams are closed book and will be held during the exam periods of the 'Época normal' and 'Época de recurso' at the time scheduled for English II.

You will need exam paper to write on. Dictionaries may be used in all tests and exams. No electronic devices are permitted.