

## Portfolio Tasks

The portfolio section of the Trinity is your chance to show how well you can write in ideal conditions – at home, with a dictionary and with the necessary time to revise and recast your compositions until you are 100% happy with them.

Since you DO have more time to prepare them and ARE allowed to consult reference materials, they are marked with a higher degree of severity!

With that in mind, let's look at how to put together a good portfolio.

### Step 1:

Consult the document **PORTFOLIO TASKS 2015** (if you cannot find your copy, you may download it from [www.inlinguasassari.it](http://www.inlinguasassari.it)).

Note that there are three sections:

**Correspondence:** Formal and informal letters, formal and informal emails and postcards.

**Factual Writing:** Reports and newspaper or magazine articles (movie reviews, opinions about a new facility in your area, articles about music concerts, fashion shows, etc.).

**Creative Writing:** Description of an imaginary event (wedding, concert, trip to a foreign country), diary entries and fictional stories.

### Step 2:

You must choose **ONE TASK** from each section, so you must do *ONE correspondence*, *ONE factual writing* and *ONE creative writing task*.

### Step 3:

Before beginning the task, **read the instructions and plan your answer carefully**. In your answer you must respond to all parts of the question.

"You and your friend are planning an outdoor party together. Write an email to your friend saying **what you have done to prepare for the party**, what your friend **needs to do** and what you **can do if it rains**."

Before answering, brainstorm a little and make an outline:

**What I have done:**

- \* bought snacks
- \* hired the DJ

**Friend can do:**

- \* buy drinks
- \* get some furniture (chairs, tables, etc.)
- \* ask for confirmation from guests
- \* made the song list

**If it rains:**

- \* Watch a DVD in the house
- \* Play some board games or card games
- \* Have a competition with the Wii video game

#### Step 4:

Generate ideas for using the relevant grammar:

##### **“Infintive of purpose” (“in order to” or “to”)**

“I went to store **to** buy drinks, but they didn’t have orange soda.”

##### **Present perfect with for, ever, since, already, yet, etc.**

“I’ve already hired the DJ, but I haven’t made a play list yet.”

##### **Modal verbs can, must/mustn’t, have to, don’t have to, may, might, should**

“It may rain, so we should think of a plan B.”

“We have to get some furniture so that we can sit while we eat.”

##### **Present continuous with future meaning**

“About twenty people are coming to the party, but I need to know how many exactly.”

##### **Zero and First Conditional**

“If it rains, we will have to have the party indoors.”

“If more than twenty people come, we will need to buy more food.”

##### **So, because**

“I want it to be a really fun party, so I hired a DJ.”

“We are having the party at a near my house because my mother wants to know where I am.”

#### Step 5:

Write a rough draft (“la brutta copia”):

Hi Maria,

I’m writing to let you know that I have already hired a DJ and bought some snacks for the party, but we need to make a play list and get some food. Could you do that, please?

We’re having the party in my back garden, so if it rains we will be able to come into the house. If we move the party in the house, we’ll play videogames or cards.

Twenty people are coming, so it’ll be a lot of fun!

See you soon,  
Beth

92 WORDS



### Step 6:

**Revise the draft and make it shorter as it cannot be more than 80 words long (For ISE I).**

Hi Maria,

I'm writing to tell you that I have already hired a DJ and bought snacks for the party. We need to make a play list and get some food, so could you do that, please?

If it rains, we'll move the party into my house and play videogames or cards. The weather report says it might rain unfortunately!

Twenty people are coming, so it'll be a lot of fun!

See you soon,  
Beth

79 WORDS

### Step 7:

Hand in your draft for initial feedback. Feedback can only be given through the report form that you see here, so take a moment to familiarize yourself with the form.

**DEADLINE APRIL 30.** Your portfolios with feedback forms **will be available from MAY 5.**

Portfolios must:

- \* Be typed
- \* Be accompanied by completed PORTFOLIO COVER SHEET
- \* Have an accurate word count! To do a word count, go to "strumenti – conteggio parole"; keep in mind that contractions count AS TWO WORDS.

Also.....

\* If you write a letter which contains an address, or date, or if you write a report that has a title, or subsection titles, these DO NOT count in the final word count.

\* As you are writing this on your computers, I expect there to be spelling mistakes or obvious punctuation problems.

### Step 8:

Carry out necessary revisions. Discussion sessions with teachers and students will be organized in order to help you to make necessary corrections.

### Step 9:

**The final deadline for your final (AND PERFECT) draft of the portfolio is MAY 30!** You must hand in the final version along with the portfolio cover sheet and feedback forms from April.



And finally....

Finally, some notes about format. Each document should be formatted in a specific way.

**I cannot emphasize enough the importance of PARAGRAPHING!** In English a paragraph is a collection of sentences that are related to the same theme. To go from one paragraph to the next, you must go to the beginning of the next line, but also leave an additional space between. When you are writing your tasks on the computer and you come to the end of your paragraph, push the return button ("invio") TWICE and then begin your next paragraph.

### **Postcards and Letters:**

Make them look like postcards and letters. They must have an appropriate beginning and end, for example, "Dear Mr. Schmidt", or "Hi Jenny!" for the opening and "Warm regards", or "Bye for now!" for your closing.

If is a formal letter, write the sender's address on the upper right-hand side, and the recipient's address on the left-hand side. Under the sendee's address, write the date, then begin the letter.

### **Example of formal letter:**

J. Randolph Proofrock  
35 Castle Way  
Brighton, UK  
89CWJUT

Sean Cook  
Via Torres, 12  
07100 Sassari

Subject: Your inquiry of 22/04/2014

24 April 2014

Dear Mr. Cook,

I am writing with regards to your inquiry into our Advanced Italian program, which begins on May 5.

As you may appreciate, we are unable at this time to admit any more students. Hopefully, you will be able to enrol in one of our summer sessions, which currently still have many vacancies.

We are of course available for any further questions or clarifications.

Looking forward to hearing from you soon.

Warm regards,

Al Prufrock

**Emails:**

If your portfolio task calls for an email, write an actual email, send it to someone and then print it up. Make your tasks look as realistic as possible.

**Reports:**

With reports you must have a title and divide the document into sections. The title and section titles do not count in your word count.

## ISE – PORTFOLIO TASKS 2013

### SECTION 2

Number 2

#### Introduction:

To: MANAGER of Leisure Centre

From: SARAH COOK

Subject: Issues with new leisure centre

DATE: 22/03/2013

A new leisure centre has recently opened in Sassari. Unfortunately, it has created lots of controversy.

#### Problems:

- Many people aren't happy because they want a place where they can go with their family but in this centre there are lots of soccer and rugby fields and not any tennis courts or swimming pools.
- The centre is open at night and people who live near it can't sleep.

#### Possible solutions:

In my opinion, the centre should offer more sports and a place where children can be when their parents want to use the swimming pool.

Another thing they could do is close at night and do more entertainment, like bowling.

#### Conclusion:

If the centre makes these changes, I believe that more people will be able to use it.



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## Student portfolio feedback form

Candidate name: \_\_\_\_\_ ISE 0 ☐ ISE I ☐ ISE II ☐ ISE III ☐ ISE IV ☐

Teacher name: \_\_\_\_\_ Date: \_\_\_\_\_

Task section: \_\_\_\_\_ Centre (name or number): \_\_\_\_\_

Teachers are strongly recommended to give candidates feedback in the preparation of their portfolios. Use this form only.

Teachers should complete just one copy of this sheet for each task presented by the candidate. It should be completed by ticking appropriate items in the right-hand column. This sheet must be the only form of feedback between teacher and candidate. When completed, this form should be handed to the candidate. The candidate must ensure that it is attached to the final version and included in the portfolio.

Advice to the student	<input checked="" type="checkbox"/>
Task fulfilment	
Parts of the task have not been completed – look at the instructions again	
The task does not meet the requirements set – look at the instructions again	
This work does not appear to be entirely your own – you must choose a different task	
Your work contains some irrelevant details and/or repetition	
You should add some more ideas	
You should give more description	
The format, style and/or register are not appropriate to the task	
The task is too long/short – check the word length range	
Organisation	
Your presentation and/or layout need to be improved	
You should check and improve paragraphing	
You need to add an introduction	
You need to add a conclusion	
You need to rewrite the task with more legible handwriting or word-process your work	
Grammar	
You need to check and improve the grammar of your work	
You should use a greater range of grammatical structures	
You need to check your word order	
Vocabulary	
You should use a greater range of vocabulary	
You need to check you are using the correct words	
Spelling/Punctuation	
You should check the spellings of words in your work	
You should check and improve the punctuation in your work	

# Appendix 1

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## Integrated Skills in English – Portfolio cover sheet

Candidate name: \_\_\_\_\_

Candidate number: \_\_\_\_\_  
(Including centre number)

Level: ISE 0 ☐ ISE I ☐ ISE II ☐ ISE III ☐ ISE IV ☐

Task Section	Task number	Task	Word count
Section 1 Correspondence			
Section 2 Factual writing			
Section 3 Creative/descriptive writing (ISE 0, I, II and III) Critical/analytical writing (ISE IV only)			

Please ensure that these tasks are from the current portfolio task list.

### Declaration

I declare to the best of my knowledge that the contents of this portfolio are the work of the candidate named above.

Signed by the candidate's teacher: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be attached to your portfolio tasks.