# Portfolio Checklist

## COMPONENTS

- [ ] About Me
- [ ] Communication habits and processes
- [ ] Communication skills
- [ ] Written Skills
- [ ] Oral, Visual, and Electronic Skills
- [ ] Final Reflection
- [ ] Conclusion

## DEVELOPMENT

- [ ] Background paragraph is detailed and unique to the individual
- [ ] Reflections engage the audience and demonstrate original and attention to appropriate details
- [ ] Each reflection includes a specific forecasting thesis statement and relevant, concrete details that support that thesis
- [ ] All portfolio components critique work insightfully
- [ ] All portfolio components clearly describe growth, accomplishments, and include goals for continued learning (long and short term)
- [ ] Organization of portfolio is skillful and clear, appropriate to portfolio contents and emphasis, and shows care and originality

## DESIGN

- [ ] Images are thoughtfully selected to complement reflections and showcase work
- [ ] Images are carefully formatted within the page layout to use text wrapping if needed and maintain page margins
- [ ] Alignment and white space are used effectively in the page layout
- [ ] Headings and subheadings are used appropriately

## WRITING STYLE

- [ ] Uses varied sentence structures and word choices
- [ ] Avoids errors in grammar, punctuation, and spelling