

## Portfolio Evaluation Form

### Design and Navigation

How professional is the portfolio's overall appearance? \_\_\_\_\_\*

Does the portfolio demonstrate good use of navigation devices? \_\_\_\_\_

Does the portfolio demonstrate attention to supra-level design elements? \_\_\_\_\_

### Completeness

Are all required components present? \_\_\_\_\_

Do the sample documents represent a variety of genres and styles? \_\_\_\_\_

### Contents

Does the introductory statement use ideas and terminology from certificate courses and apply them correctly to the sample documents? \_\_\_\_\_

Do the sample documents demonstrate mastery of Professional Writing goals? \_\_\_\_\_

Do the sample documents represent high-quality professional work? \_\_\_\_\_

Is the writing clear, appropriate for the context, and free from surface-level errors? \_\_\_\_\_

### Final Assessment (check one)

Excellent

Pass

Fail

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\*1 = passable  
2 = good  
3 = excellent