

Business Communication Assignment

Portfolio Assignment

The purpose of this activity is to give you with the opportunity to demonstrate an understanding of business communication concepts by providing written documentation.

The portfolio is evidence of what you have achieved in the class. While you will have completed most of the portfolio items throughout the term, there may be some items that need to be reviewed, revised, or reworked. Your portfolio must include the following items in this order:

- Your resume.
- Your interview questions and answers.
- Your interview feedback.
- Chapter case studies.
- A copy of your individual writing assignments.
- Outlines of your group projects.

The portfolio itself should be presented:

- In a three-hole punched paper report cover (they save money and they're easier to carry).
- With each section stapled together (resume, interview questions, feedback, etc).
- With a blank sheet or tab separating each section (either is fine with me).

Grading for the portfolio will be based on the proper organization of the material, the completeness and appropriateness of the required elements, the thoroughness of any revisions, and the overall presentation of the document.