OPENCLASSROOMS

Build Your Writing Portfolio

Course: [Write Clear, Accessible Communication People Can Use]



Set Up Your Working Copy

Use a printed copy of this template or copy its text into your usual writing notes. Answer the bracketed prompts as you reach each activity. Complete only the section for the activity you are working on.

Use Team Resource Board: Facts and Writing Brief for the team resource-board case. Later chapters supply the additional drafts, community brief, and fictional response records needed for their activities. Keep descriptive document titles with your work so you can tell which text a comment describes.

Follow any AI policy that applies to your program. If you use assistance, disclose it and check every factual statement against the supplied source. Explain your own decisions. You can complete this task without AI.

- Assistance used and where, or none: [Record here.]
- Sources and statements checked after using assistance: [Record here if applicable.]

Establish Your Requirements

Extract six to eight requirements from the team writing brief. Repeat the entry below for each requirement; you may group related facts if the source links remain clear.

- Requirement: [What must the message preserve?]
- Supporting team fact or facts: [Copy the fact titles, such as “How to Submit.”]

Claim you cannot make from the supplied facts: [Write the claim and explain the missing support.]

Question for the source owner: [State what needs clarification.]

Diagnose Four Barriers

Notice examined: [Copy the title supplied with the activity.]

Repeat this entry for each of the four barriers, in your chosen priority order:

- Passage or feature: [Quote or identify it.]
- Likely reader difficulty: [Explain the consequence for understanding or action.]
- Supporting source fact: [Record its title and the relevant fact.]
- Correction direction: [Describe what needs to change without rewriting the whole message.]
- Priority reason: [Explain why this issue belongs here in your order.]

Rewrite Three Passages

Repeat this comparison for each passage supplied in the activity:

- Original passage: [Copy here.]
- Your rewrite: [Write here.]
- Supporting fact titles: [Identify the facts governing this passage.]
- Meaning check: [Compare the actor, action, condition, and limit before and after. Note any omission or unsupported addition to correct.]

One vocabulary choice: [Explain why you replaced, explained, or retained a term.]

Assemble Your Contributor Message

Write 180–250 words using the supplied material. Use headings and lists where they help the reader find the next step. This range scopes the activity; it is not a general rule for good writing.

[Write your contributor message here.]

Record where your message answers each question:

- What must I submit? [Identify the passage.]
- How can I submit it? [Identify both routes.]
- What happens after submission, including review and any requested changes? [Identify the passages.]
- Where can I get help? [Identify the passage.]

One ordering choice and its reason: [Explain how your order supports the reader's next step.]

These are your own document checks, not results from a reader test.

Record Your Document Corrections

Starting resource: Team Notice for Accessibility Practice.

Keep your corrected notice on paper or in your usual writing notes. Identify its title and four section-heading roles, use a three-item bulleted list, improve the link label while locating the same form for paper readers, and replace the color-only submission instruction.

Repeat this entry for each of the four corrections:

- Feature corrected: [Name it.]
- Change made: [Describe the change visible in your revised notice.]
- Reason: [Explain how it helps the reader.]
- Supporting information: [Name the team fact or supplied structure note.]
- Check on your revision: [State what you compared or read and what you found.]

Remaining publication check: [Identify one feature that must still be checked in the published digital file.]

Compare your work with Example Notice with Accessibility Corrections after your attempt. Keep your corrected notice with this log. A list of planned changes alone does not complete the revision. Your paper or text revision shows your intended structure and wording; it does not demonstrate software operation or verify the structure of a final PDF.

Adapt for the Community Setting

Starting notice and community brief: [Record their titles.]

Write a 150–220-word community message using the community writing brief supplied in the chapter.

[Write your adapted message here.]

Add three rationale entries using this pattern:

- What changed: [Describe the change for the audience and setting.]
- Source for the change: [Identify the supporting fact in the community writing brief.]
- What stayed the same: [Identify the essential meaning or condition retained.]

Plan Reader Checks and Analyze Supplied Records

Keep your own proposed prompts separate from the prompts behind the course's fictional response records.

Write Your Three Proposed Prompts

Draft and reader task you plan to check: [Identify both.]

1. [Write a neutral prompt about finding information.]
2. [Write a neutral prompt about interpreting information.]
3. [Write a neutral prompt about the next action.]



These prompts are a plan. Writing them does not mean they have been used with readers.

Analyze the Three Supplied Fictional Records

Use the “Team Notice for the Feedback Exercise” and the records supplied in the chapter. Repeat the entry below for each record:

- Fictional feedback record: [Copy its descriptive title.]
- Notice title and provided prompt: [Identify exactly what the record describes.]
- Response: [Quote the relevant words.]
- What the record shows: [Separate an interpretation or action from a preference.]
- Possible explanation: [Label any inference about the cause.]
- Possible revision: [Connect the proposed change to the response and a source fact.]
- What remains unknown: [State what this record cannot establish.]

The records answer the provided prompts about the supplied draft. They do not answer your proposed prompts or test your own message.

Revise and Explain Your Choices

Starting draft: Team Notice for the Feedback Exercise. Keep your two revised passages under the title “Revised Passages from the Feedback Exercise.”

Revise two passages using its fictional response records. Repeat this comparison for each passage:

- Original passage: [Copy here.]
- Revised passage: [Write here.]
- Supporting fact and feedback titles: [Record here.]

Log three decisions using this pattern:

- Feedback or issue: [Identify it and the feedback title.]
- Decision: [Accept, adapt, reject with a reason, or seek clarification.]
- Reason and source check: [Explain how your decision preserves the facts and addresses the issue.]
- Resulting change or reason for leaving the text unchanged: [Record here.]

One remaining reader check: [State what you would check next and why the supplied records do not settle it.]

One justified transfer to your own contributor message: [Propose a change and its reason. Do not claim your own message has been tested.]

Keep Track of Your Corrections

After each activity, use its answer key to mark the relevant checks as met, needs revision, or not demonstrated. Add a short note to the section you worked on:

- Check and evidence: [State what your work shows or what is missing.]
- Correction made, justified decision to keep the answer, or remaining issue: [Record here.]
- Supplied example used, if any: [Identify its title and the issue in your earlier attempt.]

The keys cover diagnosis, meaning preservation, organization and author-controlled access, audience and setting fit, and evidence-based revision. Keep this portfolio as course practice; follow separate project instructions for assessed submissions.