

Writing Sample

Good writing is one of the most important skills for work and for college. Your writing sample should show your ability to analyze information, organize your thoughts, and communicate clearly in writing. Your selected piece shows these abilities by including conclusions or opinions based on factual information and evidence.

1. Review samples of your writing from a variety of classes (business, science, English, art, math, health, etc.).
2. Select the best piece of writing - 1 to 3 pages - that shows your analytical and writing skills. (You may write a new piece or you may select an excerpt from a longer paper.)
3. Review the selected sample. Rewrite any part to improve the clarity, grammar, or organization.
4. Type or word process your writing sample. Proofread your work and correct all mistakes.
5. Write a summary that explains why you selected this piece and what CRLS skills it shows. See next few pages for information on how to write a summary, use the summary planning form, and to see an example.
6. Type or word process your summary and clip together with your writing sample.

Requirements Your writing sample must:

- meet CIM writing standards
- be neat, clear, well organized
- be free of spelling, grammatical, and typographical mistakes
- be 1-3 pages long
- include a summary

Writing Sample Summary

A writing sample summary describes the CRLS skills demonstrated in your work. A summary helps employers or college admissions officers to look for evidence of the CRLS skills as they review your writing sample.

1. Review your writing sample and answer each question on the Summary Planning Form. (See form)
2. Write your summary based on your answers.
3. Proofread your summary and correct all mistakes.
4. Type your final summary on a separate piece of paper and attach it to the writing sample.

Requirements

- Your summary must:
- be complete, including a description of the work and the demonstrated CRLS skills
 - contain self-evaluation of the work
 - be neat, clear, and well organized
 - be free of spelling, grammatical, and typographical mistakes

Example

See example.

Example of Writing Sample Summary

Jo Pacheco, Writing Sample Summary: "How Medical Technology has Changed Medical Practice"

My writing sample is two pages from a research report I wrote for my medical science class. I focused my research on diseases of the human body and how new technologies have led to new techniques of diagnosis. The section I included is about how medical researchers use monoclonal antibodies to detect disease and includes my final recommendations.

In addition to showing my problem solving skills, this writing sample shows my ability to organize and analyze information. It also shows my communication skills as I interviewed a researcher at the ABC Hospital to get current information. I structured the information in the paper so that the reader can easily follow my ideas. I made sure to support all of my conclusions with evidence.

This was one of the most interesting classes I took and the report was the best I ever wrote. It is my best work because it is written clearly and because it takes information, analyzes it, and makes conclusions that are supported by evidence. I worked very hard on this report (I rewrote it three times!) and I learned so much about new medical research practices. If I did this report again, I would like to interview more researchers and hospital workers to include a greater range of opinions in the report.