**THE IMPACTS OF KEEPING A WRITING PORTFOLIO IN PREP YEAR: A CLASS STUDY: THE USE OF EDITING SYMBOLS IN PROCESS WRITING**

*In this class study, the impacts of keeping a writing portfolio were examined during 2019 Fall Semester in Prep Year in the aspect of “learning while doing” as it was in the Village Institutes. The objectives were to use editing symbols functionally, to raise awareness in metalanguage, accuracy and organisational planning skills of a body paragraph and to develop necessary academic writing skills by drafting the 11 tasks. Beyond academic assessment of 16 portfolios, the learners wrote a self-evaluating feedback paragraph. The major instructional approach was built on “learning within process writing” which aimed to develop skills by correcting mistakes. This study showed that the learners effectively developed essential academic writing skills as well as their time managing skills by “learning while doing” as a way of new perspective in EFL learning in the 21st century. Furthermore, the Prep Year portfolio keeping was an essential part of academic skills development.*

Keeping Writing Portfolio

Using editing symbols

Learning while doing

Prep Year academic writing skills