Midterm Requirement: *Digital Portfolio Using Microsoft Word*

For your **Midterm Requirement**, you will create a **Digital Portfolio** entitled **"My Life as a CHM Student"** using **Microsoft Word**. This portfolio is an opportunity to showcase your creativity while demonstrating your understanding of the common tools found in the Microsoft Word Ribbon. Through this project, you will share your experiences as a CHM student, introduce yourself, describe your daily life, present your interests and favorites, and express your goals and aspirations.

Your portfolio should reflect your personality through creative layouts, appropriate colors, images, and formatting while maintaining a neat, organized, and professional appearance.

Create Your Own Digital Portfolio Using Microsoft Word

Portfolio Contents

Your portfolio must include the following pages:

Page 1 – Cover Page

- Title: *My Life as a CHM Student*
- Student Name
- Course, Year & Section
- Instructor
- Date
- Creative cover design

Page 2 – About Me

Introduce yourself by including:

- A short autobiography
- Your hobbies and interests
- Your favorite color and why you like it

- Your favorite food or drink
- Your dream career in the hospitality industry
- A personal photo or avatar (optional)

Page 3 – My Life as a CHM Student

Describe your experiences as a CHM student. You may include:

- Your daily routine
- Your classes and laboratory activities
- Practical experiences
- Challenges you have encountered
- Memorable moments
- Why you chose Hospitality Management
- What inspires you to continue your studies

Page 4 – My Favorites

Present your favorites creatively. Include:

- Favorite color
- Favorite food
- Favorite restaurant or café
- Favorite tourist destination
- Favorite CHM subject
- Favorite hobby
- Favorite inspirational quote

Page 5 – My Skills and Future Goals

- Skills you have learned as a CHM student
- Skills you want to improve
- Your short-term goals
- Your long-term career aspirations

Page 6 – Reflection

Write a 150–250-word reflection answering:

- What have you learned from using Microsoft Word?
- Which Microsoft Word features did you enjoy using the most?
- How will these skills help you in your academic journey and future career?

Submission Guidelines

- Create the entire portfolio using Microsoft Word.
- Paper Size: A4
- Orientation: Portrait
- Minimum of 6 pages
- Use original content and appropriate images.
- Submit both the Microsoft Word (.docx) and PDF (.pdf) versions.
- Follow proper grammar, spelling, and formatting.
- Deadline: **August 24 – 28, 2026**