



English 1302: Composition II CRN 10163, C4 Fall 2023; Online

Contact Information

Talk/Text: [via the Teams app](#)

Web: www.kelli.ninja

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- **Contact Hours:** M-Th, 1:30-5, Sun. 10-2. See www.chatwith.kelli.ninja
- **In-Office hours:** M-Th, 1:30-3:00; Transmountain Campus, Room 1101
- **Quick questions:** just call or text during [reasonable hours](#)
- **Online Conferences:** [Schedule a conference](#)
- **Join the [English w/ a Ninja Team](#) and visit [The SharePoint site](#)** for news, announcements, and general discussion

"You don't have to be great to get started,
but you do have to get started to be great." --Les Brown

WEEKLY SCHEDULE

Read This Slowly and Carefully
READING IT OUT LOUD IS EVEN BETTER

(😊 Out loud in a funny voice may be even better than that! 😊)

- Start your work on the course each time by opening this schedule.
- This schedule has links to the readings and lessons for the course and the due dates for work. Consider it the master guide or textbook for your course.



Keep it current: Make sure to refresh and check the schedule on a regular basis. You should look over homework and what we'll do in class for the week ahead at the beginning of the week, then check it at least one day before each class meeting to have time to complete lessons and homework.



DUE DATES: Assignments listed under **DUE** for the week are due by midnight on the last day listed under the week number. **All due dates are on this calendar**, not Blackboard. For example, in the first week's case, everything under **DUE** is due by midnight (11:59 pm) Sept. 4th, though you may turn them in earlier.

Our weeks run from Tuesday to Monday midnight. (Technically, Blackboard records midnight as 11:59 p.m.) That gives you both weekday and weekend time to work on things and fit it best in your schedule.

You will be most successful if you do not leave it all until the last minute.

**If there is a difference between due dates on Blackboard and this document,
go by the dates on this document.**

Take time to **look at schedule now and plan** for any upcoming events you have to make sure you can get things done early during busy times. Also, schedule a few hours 2-3 times each week when you will do work for this class, then as you work on things earlier in the week, you can make decisions about how much time the rest of the week's work will take. As with most things in life, some weeks will take more time than others will.

Remember, the schedule is tentative and subject to change. I will change it only to best support our learning throughout the semester. **I will always let you know about any changes in a Blackboard Announcement message and/or in the weekly "What's Going On?" video.**

Week 1 Aug. 28-Sept. 4

Welcome to English 1302!

Introduction to the Course

Getting to know our
Blackboard
classroom, where we
are going, and each
other

Your work is **DUE** by
the end of our
“week.”

That’s the last date
at the top of this
column.

This week, that’s by
midnight (11:59 pm)
on Sept. 4th.

You may turn things
in early.

READ/WATCH: How This Class Works

- ☐ Watch the “[Getting Started](#)” video
- ☐ Look around our [Blackboard](#) classroom page and [kelli.ninja](#).
- ☐ [Syllabus: The Rules of the Road](#)
- ☐ [Turning in Assignments on Blackboard Ultra](#) (Video)
- ☐ [How to Write an Email Your College Professor](#) (This doesn’t apply specifically to this week’s email or your topic email, but pay attention for later emails and your other classes. Also, make sure to read the section on email in our syllabus carefully **so that your emails don’t get deleted.**)

READ/WATCH: Thinking about College Writing

- ☐ [What is an Academic Paper](#) (PDF)
- ☐ [Language, Tone and Audience](#) (PDF)
- ☐ Sample Research Essay: [Dying to be Beautiful: The Effects of the Media on Young Women and Girls](#) (Video)
 - This gives you a look at where we’re going. Remember, we have a number of steps before we get to the final, but watch and listen carefully so that you have a good idea of the overall goal.
- ☐ [Getting and Using Grammarly in Our Class](#) (Video)


DUE on [BLACKBOARD](#) in the Week 1 folder

- ☐ Syllabus Quiz
- ☐ Discussion: Introductions

DUE via EMAIL

- ☐ Email me @ kwood@epcc.edu. Let me know that you’ve looked over our Blackboard class, our schedule, [kelli.ninja](#), and whether or not you have any questions
 - *Make sure you’ve read the points in the syllabus on emailing me so your email doesn’t get deleted and result in a zero.*

Bonus Points

-  Follow this link to fill out the [contact survey](#) and get a free 100!
- ☐ Take the [Ethical Considerations survey](#) form some more free points!

WEEK 2 Sept. 5-11

APA Format & Research Questions

APA Format
Assignment and Topic
Questions due by the
end of the week!
(Sept. 11)

***Make sure to check out this week's ["What's Going On?"](#) video. ***
(I will have these uploaded by Monday afternoons.)

READ|WATCH: Where to Start the Research Project

- ☐ [Research Assignment](#), pp. 1-5 (PDF)
- ☐ [Starting with a Question: Staying Curious](#) (Video)
- ☐ [How to Write a Research Question](#) (PDF)

READ|WATCH: APA Format

- ☐ [APA Format Assignment](#) (PDF)
- ☐ APA Format (Video) choose **ONE**:
 - [Format APA 7th ed in MS Word 365](#) (Video)
 - [Format APA 7th ed in MS Word](#) (Video)
 - [Format APA 7th ed in Google Docs](#) (Video)
 - [APA 7th edition Mac](#) (Video)

READ|WATCH: Learning about APA Citation and Summary Writing in College

- ☐ [APA Citation Basics 7th ed.](#) (Video)
- ☐ [How to Write a Summary](#) (PDF)
- ☐ [What Kind of Source is This?](#) (Video this is a class-length video, but important, so plan your time accordingly.)
- ☐ [Writing down the Basics](#),
 - Formal Writing-But I Didn't Make that Mistake, pp 59-70
 - APA Documentation Style – Libraries and Databases, pp. 87-115 (PDF). Read/Skim through this so that you know where to find things when you need to look things up. Also, note that many of the answers to the citation you need to do for the format assignment are in this section.

The Credible Hulk



Looking for
topic that is a
deeper issue
going beyond
just reporting
information is
challenge to
Hulk's brain

DUE on [Blackboard](#)

- ☐ [APA Format Assignment](#) in the "Turn in Format Assignments Here" link.
- ☐ [Topic Question](#) Topic Questions **in the Research Assignments section** (Make sure you read the readings on topic questions above)

WEEK 3

Sept. 12-18

Finding Sources &
Learning Citation

Practice with sources
and citations, as well
as Grammarly.

Make sure to check out this week's ["What's Going On?"](#) video.

* * *


Check for the topic response from me, and begin finding and reading your research—I'll be working on these throughout the week.

READ|WATCH: Finding Research and Figuring Out its Parts

- ☐ [Doing Research using EPCC'S Library Search and Google Scholar](#) (Video)
- ☐ [Reading and Using Scholarly Articles](#) (Video)
- ☐ [Writing down the Basics](#) (PDF)
 - Reading a Formal Research Study," pp. 116-117
- ☐ [Evaluating Websites: Techniques to Apply and Questions to Ask](#)
 - Read the "Home" and "Scholarly & Popular Sources" tabs:

Home

Scholarly & Popular Sources

Primary & Secondary Sources 

READ|WATCH: Looking at our Next Steps—Find, Evaluate, Summarize

- ☐ [Research Assignment](#), Annotated Bibliography, pp. 7-11
- ☐ Sample ½ Ann Bib: [The War Within](#)

DUE Online

- ☐ [Identify and Evaluate Sources Exercise](#). You can take this unlimited times until the end of our "week," but it will take some time to do, so don't put it off until then.

TO DO Online

- ☐ Sign up for Grammarly if you haven't already
 - Make sure you're at <http://www.grammarly.com/edu/signup> or <https://www.grammarly.com/enterprise/signup> and use your EPCC email address. If you have problems, email me and I'll help out.

WEEK 4 Sept. 19-25

Writing about
Research
&
Helpful
Punctuation

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: What Does the Research Say?

- ☐ [Writing Your Annotated Bibliography](#) (Video)
- ☐ [Writing an Annotated Bibliography](#)
- ☐ [Writing down the Basics](#), Finding Research – Reading a Formal Research Study," pp. 114-117
- ☐ [Writer's Reference](#): "Reading Arguments" – "Evaluating ethical, logical, and emotional appeals as a reader," pp. 172-182
- ☐ Sample: [Finding the Zombie within Ourselves](#) (PDF)
Review this sample for the format and layout of the Annotated Bibliography, and take some time to read some of the annotations out loud to get a feel for the tone of this type of writing.

READ|WATCH: Quotation Marks & Commas Help Keep Things Clear

- ☐ [Writing down the Basics](#), Quotations Marks, pp. 36-40, Commas, pp. 20-25 (PDF)
 - ☐ [Quotation Mark](#) (Video)
 - ☐ [Commas: Lists, Sentences, Direct Address, and Exclamations](#) (Video)
 - ☐ [Commas: Extra Information](#) (Video)
-

Notes:

- ☐ This week and next you need to work on finding your research and doing the Annotated Bibliography. You will turn in half of it (see the assignment for more info) next week so I can give you some very quick help before you turn in the final.
 - If you have questions about sources you have found in terms of their suitability for our assignment and/or citation things you're not sure about, email me or give me a call.
 - Remember to chat with a librarian if you're having trouble finding sources or need some help identifying various parts of the work for citation. ([Click on "Get Connected"](#) to video/audio conference.)
 - Also, [go to the writing center](#). You don't have to have finished the whole thing to do that. You can visit the writing center with a few annotations done and get feedback that will help you with those and the ones you do as you finish the assignment.

- ☐ **IF** you have your ½ Annotated Bibliography done, turn it in early and I'll get it back to you sooner. I'll grade these in the order that these are turned in. Make sure and check your college email for a folder with a response from me.

WEEK 5
Sept. 26-Oct. 2

**½ Draft Annotated
Bibliography Due**

If you turn it in early,
I'll do my best to get
comments back to
you earlier.

Just give it a try so I
can help you out!

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Other Useful Punctuation

- [Misc. Punctuation: Hyphen, dash, ellipses, parentheses, brackets](#) (Video)

DUE on [Blackboard](#)

- ½ Annotated Bibliography—Draft Due
 - Due in the "Turn in Research Assignments Here" folder.
 - If you turned it in last week, you're good to go.
 - Make sure and check your college email for a folder with a response from me.

The Credible Hulk

Finding
and
reading
scholarly
sources
hurt
Hulk's
brain!



WEEK 6
Oct. 3-9

Work on final
Annotated
Bibliography

Check for my
response to your ½
Ann Bib.

***Make sure to check out this week's ["What's Going On?"](#) video. ***

NOTES:

- Check your OneDrive folder for my feedback on your ½ Annotated Bibliography this week so that you can fix the things I point out and apply that knowledge to the other sources.
- I **HIGHLY** recommend you [go to the writing center](#) as you work on your Final Annotated Bibliography. However, don't wait until the last minute. Remember, if you want to get writing center extra credit, you need to go at least one day before the draft is due.
 - Your work doesn't have to be done to get some feedback from them. They can help you with what you have, and that will help as you go forward.

WEEK 7 Oct. 10-16

Turn in Final
Annotated
Bibliography

Work on your essay
draft

DUE on [Blackboard](#)

- ☐ [Annotated Bibliography](#) with Grammarly Report
 - Due in the " Research Assignments" folder.

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: From Annotated Bibliography to draft

- ☐ [From Annotated Bibliography to Draft](#) (Video)
- ☐ Ashford University Writing Center: [Integrating Research](#) and their [Video Tutorial](#)
- ☐ [Using Research](#)
- ☐ [Developing a Thesis](#)
- ☐ Sample Essay: [Fast Fashion: Trend Today, Trash Tomorrow](#) Think about how she integrates her research with her own point. You should be using your research to support the overall answer to your question (however that has changed or morphed through this process).

READ: Always Review the Instructions Before You Begin to Finish

- ☐ [Research Assignment: Draft-Final Essay, pp 10-15](#) (PDF)
 - Read thorough the rest of the assignment slowly and carefully—out loud is best.
 - Use the basic outline and grading criteria as a checklist to make sure you're focusing on what you need to. If you can't find it in your essay, I probably won't be able to either.
 - Remember that you can review other samples on the [Research page](#). Taking the time to read a sample out loud will help you with the flow

Hulk trying to
craft cogent thesis
statement.

It tricky to
condense entire
argument into
focused declarative
phrase and still
assert Hulk's
conclusions.



Work on

- ☐ Work on your essay draft. Take advantage of this time to [go to the writing center](#) with what you have so far. The draft is due by the end of next week.

WEEK 8 Oct. 17-23

Final Research Drafting

***Make sure to check out this week's ["What's Going On?"](#) video. ***

- If you want to talk about something or work on your paper together, remember you can, [schedule some time with me](#).
 - If it's just quick question, email, text, or call.

DUE on [Blackboard*](#)

- [Research DRAFT due](#)
 - This is only a draft—do your best. It doesn't have to be finished, but should be well on its way.
- [Discussion: On Writing a Research Paper](#) What have you learned about writing a research paper? What things slow you down or are challenging and what things help you or can you do for yourself to help out? These may be very simple practical things as well as more technical things.

*Note that the Research Exam is not due until finals week when your **final** Research Essay will be due. However, you might want to take the exam before you turn in the draft. It's a good reminder of things and can help you proofread what you have for various issues.

The exam is also open for unlimited chances to take it until the due date, so you can take it again later if you want. And again...and again...and... 😊 (It's really not that hard if you've been reading and thinking about your readings.)

Midterm

We're halfway done!

I'll take a 2-3 weeks to do responses to your drafts (remember, I have other classes too, but they're not my favorite like you are 😊)

In the meantime, we move into a totally different mode. Keep up with things, be thoughtful, and enjoy watching films.

Make sure you have turned in your research draft, then take a break!

A video to consider: [This is how some conversations go at the end of the semester](#)—really. but I've had conversations like this too many times.

- I hope you laugh at this because it's not you.
- If you're thinking it might be you, please review all the ways you can contact and get help from me at [chatwith.kelli.ninja](#) and know that you do have the opportunity to revise the research paper and film paper, and that extra credit has been available on all of your writings which constitute 75% of your overall grade in the course, so it's extra credit that can make a difference in your grade. Also know that you can't do all of that during the last week.

DUE

- Take a break—if you can't take a few days, try to take at least an hour or two away from your weekly schedule. I suggest a walk or coffee/tea with a friend you haven't seen in a long time, even if you have to do it over the phone. Or just sleep! 😊 (I made this an assignment so you can tell anyone you need to that it's part of your college education.)

WEEK 9
Oct. 24-30

Halfway there!

An introduction to
film.

(Yay, watching
movies!)

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Writing About Film

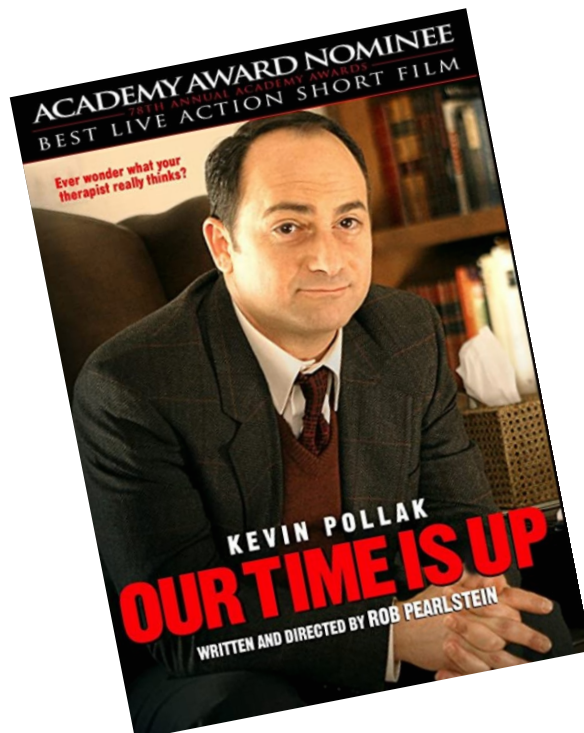
- ☐ [Introduction and Overview to Writing about Film](#) (Video)
- ☐ [Film Exam Vocabulary and Essay Assignment](#) (PDF)
- ☐ [Writing about Film](#) (PDF)
- ☐ [Yale Film Analysis Guide](#): Basic Terms, *Mise-en-Scene*

- ☐ [Our Time is Up](#) (Video)
- ☐ Sample Essay: [Video Walkthrough, "Life Does Not Wait on Time"](#) (Video)
 - [Life Does not Wait on Time](#) (PDF)

- ☐ [The Fridge Part 1](#) & [The Fridge Part 2](#) (Video)
- ☐ [Cinematography and The Fridge](#) (Video)

DUE

- ☐ Just your careful thought and analysis—ergo, think great thoughts and do the dance of joy that we're done with research drafting.



WEEK 10 Oct 31-Nov 6

Short film fest week!

*As we go through film and fiction, I will include Video Walkthroughs with most of the samples.

There I read and discuss the sample. In these, I'm explaining (teaching) how to do this kind of writing required for this

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Learning How to Watch a Film

- ☐ [Writing down the Basics](#), Writing about Film, pp 132-134 (PDF)
- ☐ [Yale Film Analysis Guide](#): Cinematography & Editing and Sound
- ☐ [A Good Shot](#) (Video)
- ☐ [Things to notice in A Good Shot](#) (Video)
- ☐ *Sample Essay:
 - [Video Walkthrough: Calm to Frantic](#) (Video)
 - Essay: [Calm to Frantic](#) (PDF)
- ☐ [My Name is Lisa](#) (Video)
- ☐ [Things to notice in My Name is Lisa](#) (Video)
- ☐ *Sample Essay:
 - [Video Walkthrough: Who Are You?](#) (Video)
 - Essay: [Who Are You?](#) (PDF)
- ☐ [Lovefield](#) (Video)
- ☐ [Things to notice in Lovefield](#) (Video)
- ☐ *Sample Essay:
 - [Video Walkthrough: The Bigger Picture in Lovefield](#) (Video)
 - Essay: [The Bigger Picture in Lovefield](#) (PDF)
- ☐ [10 Minutes](#) (Video)
- ☐ [Things to notice in 10 Minutes](#) (Video)
- ☐ *Sample Essay:
 - [Video Walkthrough: Sound, Color and Lighting Speak Louder than Words](#) (Video)
 - Essay: [Sound, Color and Lighting Speak Louder than Words](#) (PDF)

DUE on [Blackboard](#)

- ☐ Film Exam



WEEK 11 Nov. 7-13

Writing a Film Analysis Essay



***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Learning MLA Format

- ☐ [Writing down the Basics](#), MLA format-Numbers in MLA, pp 54-69 (PDF)
- ☐ Formatting MLA Papers (**Choose one**):
 - [MLA Format: MS Word](#) (Video)
 - [MLA Format: Google Docs](#) (Video)
 - [MLA Format: Open Office](#) (Video)
 - [MLA Format: Apple Pages](#) (Video)
 - [MLA Format: Word for Apple](#) (Video)

READ|WATCH: A Film to Write Your Essay About

- ☐ [Wrecked](#) **You will write your essay about this movie.** (Video)
- ☐ [Film Exam Vocabulary and Essay Assignment](#): Make sure you are using one of the questions here as the basis for your essay.
- ☐ [Some post-Wrecked watching tips and thoughts](#) (Video)
I go through some key things to notice, and at the end *talk about some important technical aspects* of writing about this film. [The handout referred to in this video.](#) (PDF)
- ☐ Extras:
 - [A form you may want to use to help you make notes as you watch](#)—it gives some of the most prevalent things to look at. I hand this out in class for students to make notes as they watch the movie. (rtf file—it should work with all word processors)
 - Review [Writing down the Basics](#), Argument Essays, p. 112—keep in mind that this is the basic structure for this type of essay. (PDF)
 - [Re-read the questions](#), and decide which one you'll answer, and go through the story again, looking for specific evidence to support your answer (thesis), and then do the [Fiction Homework](#) to layout your basic draft.

If, and only if, *Wrecked* is not available on YouTube any longer, [check this out](#).

DUE on Online

- ☐ [Film Essay Homework](#) (Do this to help outline/draft your essay. It is not on Blackboard, so your grade won't go in automatically. You should get a copy of your answers at the email you entered, and you can use that as your rough draft.)

DUE on [Blackboard](#)

- ☐ [Film Essay](#)

WEEK 12
Nov. 13-20

**April 14th—Last
day to drop (W)**

Moving on to Fiction



***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH:

- ☐ [Fiction Exam and Essay](#) (PDF)
- ☐ [Literature \(Fiction\)](#)
- ☐ [The Necklace](#)
- ☐ [Developing a Literary Argument: The Necklace with the Sample "\(Un\)Making Mathilde"](#) (Video)
 - o Sample Essay: [\(Un\)Making Mathilde: Description as Character in Guy de Maupassant's "The Necklace"](#) (PDF)

READ: Reading and Asking Questions about Literature

- ☐ [A Writer's Reference: Writing about Literature](#), Reading to form an Interpretation- Questions to Ask about Literature, pp. 5-10 pdf page numbers, or pp. 3-8 if you're using the numbers printed on the pages

DUE

- ☐ Is there snow yet? 😊

WEEK 13
Nov. 21-27

A young man works
at a grocery store
and someone else is
having a bad day!

Note that "A&P"
was written in the
'60s—so think about
Sammy stuck where
he is while sex,
drugs, rock-n-roll,
the Vietnam war and
Woodstock and so
many other things
involving young
people are going on
around him.

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Now Let's Look at Stories (Fiction)

- ☐ [A & P](#)
- ☐ Sample Essay: [Why Sammy Really Quits](#) (PDF)
- ☐ [The Tell-Tale Heart](#)
- ☐ Sample Essay: ["The Tell-Tale Heart": A Nineteenth Century Emotional Rollercoaster](#) (PDF)
- ☐ [How to Integrate Quotations from a Work of Fiction](#) (PDF)
- ☐ [How Thug Notes interprets "The Tell-Tale Heart"](#) Notice the use of quotes and specific quotes in the analysis to support the point. (Video)

READ: Writing about Literature

- ☐ [A Writer's Reference: Writing about Literature](#), Planning the Paper – Short Stories or Novels, pp. 11-19 pdf page numbers, or pp. 9-17 if you're using the numbers printed on the pages

WEEK 14
Nov 28- Dec 4

English
teachers/majors just
don't pick the
happiest of stories!
More bad days!

If you're having lots
of them, make sure
you reach out and
share with someone.

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ|WATCH: Okay, well. . .these are. . .hum. . . intense?

- ☐ [A Good Man is Hard to Find](#) (PDF)
- ☐ Sample Essay: [A Good Grandma is Hard to Find](#) (Paragraph Breakdown Version/Slideshow)
- ☐ [Where are You Going? Where Have You Been?](#) (PDF)
- ☐ [So, where's the connection and why did you have us read these horrible stories, Kelli?](#) (Video)

DUE on [Blackboard](#)

- ☐ Fiction Exam
- ☐ Discussion: Moments of Grace?: What do you think about the moments of grace in these stories as I discussed in the [video](#)? Do you accept my reading? If so, why? Do you read it another way? If you checked out any of the other articles I linked in the description to the video, do you buy any of those?

WEEK 15
Dec. 5-11

Almost done!

"[The arts] are a very human way of making life more bearable. Practicing an art, no matter how well or badly, is a way to make your soul grow, for heaven's sake. Sing in the shower. Dance to the radio. Tell stories. Write a poem to a friend, even a lousy poem. Do it as well as you possibly can. You will get an enormous reward. You will have created something."

-Kurt Vonnegut

***Make sure to check out this week's ["What's Going On?"](#) video. ***

READ: Final Essay Links

- ☐ **"Wall"–You will write your final essay about this story.**
The questions for the essay are at the end of the story.
- ☐ **Tips**
 - Read the story through *before* reading the questions. Then take some time away from it.
 - When you come back, re-read the questions, and decide which one you'll answer, and go through the story again, looking for specific evidence to support your answer (thesis), and then do the [Fiction Homework](#) to layout your basic draft.

DUE

- ☐ **Online: [Fiction Homework](#)** (Do this to help outline/draft your essay. It is not on Blackboard, so your grade won't go in automatically. You should get a copy of your answers at the email you entered, and you can use that as your rough draft.)
- ☐ **[Blackboard: Fiction Essay](#)**
- ☐ **Film Essay Revision:** Turn this in to the same link you used for the original paper.

WEEK 16
Dec. 11-15

You made it!

**Note the
DUE DATE.**

DUE on [Blackboard](#) THURSDAY, Dec. 14



- ☐ **Research Exam** in the Quizzes/Exam folder. If you haven't done this yet, take time to do it before turning in your final draft. It has reminders of things that may have slipped your mind since you turned in the draft. It will help with final proofreading and editing.
- ☐ **FINAL Research Paper** in the Research Assignments folder. (Make sure you have reviewed the revision instructions in the comments I returned with the draft.)
- ☐ **Discussion: Tools to Take with You** at the very end of the Blackboard page—under the fiction folder)
Take some time to think about what you've learned about writing for college overall this semester. What tools helped you most, and what things do you know you need to do (or not do) as you write. Again, think about very practical strategies. These can be both academic/intellectual, or simple practical strategies (actually even better) like just making yourself sit down to write one paragraph a day or only listening to instrumental music or simply silence.

In short, what are things you do well and feel like you have a good grasp of (doesn't have to be perfect) or things that really helped you? And, what things do you want to get better at or tricky things you need to work on some more and what are some small ways you can do that?

I know it's the end and you're tired, but be thoughtful. Take 10 minutes of quiet to think through this.

