



English 1302: Composition II Spring 2020

Weekly Schedule

Instructor: Kelli Wood

Virtual Office Hours: See <http://chatwith.kelli.ninja>

Mon. 10-12 • Tue. 3-5 • Wed. 3-5 • Thur. 3-5 • Fri. 10-12

No office hours on school holidays; last day 5/7

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“You don’t have to be great to get started,
but you do have to get started to be great.”

--Les Brown

IMPORTANT: Read this carefully

Assignments listed under **DUE** for the week are due by midnight on the last day listed under the week number.

For example, in the first week’s case, everything under DUE is due by midnight 8/31, though you may turn them in earlier. (Technically, Blackboard records midnight as 11:59 p.m.)

For the most part, our weeks run from Tuesday to Monday midnight. 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.

Take time to look at your schedule now and plan a few hours a couple of times each week when you will sit down and do English class stuff, 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 you. As with most things in life, some weeks will take a lot more time than others will.

Make sure to refresh your copy of the schedule periodically just in case any links go dead and I have to replace some. I will announce it on Blackboard, but if you make it a habit at the first of the week that will help too.

Most recent update: 4/1/2021 10:09:04 AM

<p style="text-align: center;">Week 1 Jan 19-25</p> <hr/> <p>Introduction to the Course</p> <p>Getting to know our Blackboard classroom, where we are going, and each other</p>	<p>READ WATCH: How We Roll</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welcome to English with a Ninja (Video) <input type="checkbox"/> Syllabus: The Rules of the Road (PDF) <input type="checkbox"/> Turning In Assignments on Blackboard (Video) <p>READ WATCH: Thinking about College Writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is an Academic Paper (PDF) <input type="checkbox"/> Language, Tone and Audience (PDF) <input type="checkbox"/> Sample Research Essay: Dying to be Beautiful: The Effects of the Media on Young Women and Girls (Video) <ul style="list-style-type: none"> ○ 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. 	<p>Each week's agenda begins with notes and the lesson materials—things you need to read or watch. I generally group them according to concept/topic.</p> <p>That helps if you want to spread your work out over the course of the week so you can focus on each project/concept group as you go along.</p> <p>I suggest you schedule a few hours 2-3 times per week to work on things for this class.</p>
<p>Remember, things that are listed under DUE are due by the end of our "week."</p> <p>That's the last date at the top of this column.</p> <p>In this case, that's by midnight (11:59 pm) on January 25th.</p>	<p>DUE on Blackboard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 1 in the Quizzes/Exam link <ul style="list-style-type: none"> ○ Remember, all quizzes are based on READ WATCH links for the week. Make sure to read, then take the quiz and look up anything you need to as you do. ○ Because the college is allowing students to register late into the first week, this quiz will be open for the first two weeks. <input type="checkbox"/> Discussion 1: Introductions—in Discussions link <p>DUE via Email</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email me @ kwood@epcc.edu. Let me know that you've looked over our Blackboard class, our schedule, my website, and whether or not you have any questions <p>Bonus Points</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow this link to fill out the contact survey and get a free 100! <ul style="list-style-type: none"> ○ Make sure you've read the points in the syllabus on emailing me. 	

<p>Week 2 Jan 26-Feb 1</p> <hr/> <p>APA Format & Research Questions</p> <p>APA Format Assignment and Topic Questions due by the end of the week! (Feb. 1st)</p>	<p>READ WATCH: Where to Start the Research Project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Assignment, pp. 1-5 (PDF) <input type="checkbox"/> Starting with a Question: Staying Curious (Video) <input type="checkbox"/> How to Write a Research Question (PDF) <p>READ: <i>A Writer's Reference</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Pose Questions worth Exploring, pp 331-334 (PDF. This time only since you may still be waiting on your book, this reading is on Blackboard, listed on the main page of our course. Look under the first announcement.) <p>READ WATCH: APA Format</p> <ul style="list-style-type: none"> <input type="checkbox"/> APA Format Assignment (PDF) <input type="checkbox"/> APA Format (Video) choose one: <ul style="list-style-type: none"> o Format APA 7th ed in MS Word 365 (Video) o Format APA 7th ed in MS Word (Video) o Format APA 7th ed in Google Docs (Video) o APA 7th edition Mac (Video) <p>READ WATCH: Learning about APA Citation and Summary Writing in College</p> <ul style="list-style-type: none"> <input type="checkbox"/> APA Citation Basics 7th ed. (Video) <input type="checkbox"/> Writing down the Basics, APA Documentation Style – Libraries and Databases, pp. 87-115 (PDF) <input type="checkbox"/> How to Write a Summary (PDF) <hr/> <p>DUE on Blackboard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 2 <input type="checkbox"/> APA Format Assignment in the “Turn in Format Assignments Here” link. <p>DUE via EMAIL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Topic Question due by email—send it to me at kwood@epcc.edu. <ul style="list-style-type: none"> o DO NOT sent it to me on Blackboard!
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**Week 3
Feb 2-8**

**Finding
Sources &
Learning
Citation**

Practice with sources and citations, as well as Grammarly.

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)
- [What Kind of Source is This?](#) (Video)
- [Reading and Using Scholarly Articles](#) (Video)
- [Writing down the Basics](#) (PDF)
 - o Reading a Formal Research Study," pp. 116-117
 - o Formal Writing, pp. 59-67
- [Evaluating Websites: Techniques to Apply and Questions to Ask](#)
 - o Read the "Home" and "Scholarly & Popular Sources" tabs:



WATCH: Free Help is Always Great!

- [Grammarly Signup and Report](#) (Video)

READ: A Writer's Reference

- "Read Like a Writer," – "Guidelines for Writing a Summary," pp. 61-64
- "Reading Arguments," pp. 78-86

DUE on Blackboard

- [Quiz 3](#)

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.

DO Online

- Sign up for [Grammarly](#):
- Make sure you're at www.grammarly.com/edu/signup and **use your EPCC email address!**
 - o If you signed up last semester, you're good to go.
 - o If you signed up last semester and did not sign up to the right place—www.grammarly.com/edu/signup and don't have the Premium version, contact me as I'll get our Grammarly guy to fix that.
 - o You should see the word PREMIUM in the left column on the webpage once you're signed in.

<p>Week 4 Feb 9-15</p> <hr/> <p>Grammar Review & Research</p>	<p>READ WATCH: What Does the Research Say?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing Your Annotated Bibliography (Video) <input type="checkbox"/> Writing an Annotated Bibliography <input type="checkbox"/> Research Assignment, Annotated Bibliography, p. 6-9 (PDF) <input type="checkbox"/> Sample: Finding the Zombie within Ourselves (PDF) <ul style="list-style-type: none"> o 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. <p>READ WATCH: Commas Help Keep Things Clear</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commas: Lists, Sentences, Direct Address, and Exclamations (Video) <input type="checkbox"/> Commas: Extra Information (Video) <input type="checkbox"/> Writing down the Basics, Quotations Marks, pp. 36-40 (PDF) <ul style="list-style-type: none"> o Extra: Quotation Mark Video <p>Notes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This week and next you need to work on finding your research and doing the Annotated Bibliography. <ul style="list-style-type: none"> o 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. o 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.) o 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. <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 4
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<p>Week 5 Feb 16-22</p> <hr/> <p>Finalizing the Annotated Bibliography Work on your Annotated Bibliography</p>	<p>READ WATCH: Other Useful Punctuation</p> <ul style="list-style-type: none"><input type="checkbox"/> Misc. Punctuation: Hyphen, dash, ellipses, parentheses, brackets (Video) <p>READ: <i>A Writer's Reference</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Reviewing, Revising, and Editing – Proofread the Final Manuscript pp 19-31 <hr/> <p>DUE</p> <ul style="list-style-type: none"><input type="checkbox"/> Quiz 5 <p>NOTE: While it isn't due until next week, plan on turning your Annotated Bibliography in first next week and then you can focus on the readings to prepare help you begin work on the actual Research essay.</p>
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<p>Week 6 Feb 23- Mar 1</p> <hr/> <p>From Annotated Bibliography to Draft</p> <p>Turn in your Annotated Bibliography, and then begin working on drafting your essay.</p>	<p style="text-align: center;">NOTES</p> <p>I HIGHLY recommend you go to the writing center. 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.</p> <p>Your work doesn't have to be done to get some feedback on it. They can help you with what you have, and that will help as you go forward.</p> <hr/> <p>READ WATCH: Adding Your Ideas to Your Research</p> <ul style="list-style-type: none"> <input type="checkbox"/> From Annotated Bibliography to Draft (Video) <input type="checkbox"/> Sample Essay: Stigma Busters (Video) <input type="checkbox"/> Ashford University Writing Center: Integrating Research and their Video Tutorial <p>READ: Always Review the Instructions Before You Begin to Finish</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Assignment: Draft-Final Essay pp 10-15 (PDF) <ul style="list-style-type: none"> o Read through the rest of the assignment slowly and carefully—out loud is best. o 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. o 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 and style of this kind of writing. It's probably one of the best things you can do to help yourself with these final steps. <p>READ WATCH: Some Tips on Writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing down the Basics (PDF) <ul style="list-style-type: none"> o Argument Essays, pp. 112 o The Down-and-Dirty Method for Writing a Research Paper-From Outline to Essay, pp 117-121 <p>READ <i>Writer's Reference</i></p> <ul style="list-style-type: none"> o Supporting a Thesis – Anticipating and Countering Alternative Interpretations pp 437-440 o Writing Arguments – Writing Guide: Argument Essay, pp 87-100 <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 6 <input type="checkbox"/> Annotated Bibliography with Grammarly Report <ul style="list-style-type: none"> o Due in the "Turn in Research Assignments Here" folder.
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<p>Week 7 Mar 2-8</p> <hr/> <p>Working on the Draft & Reflection</p>	<p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blackboard: Research Exam Go through this slowly as it's really designed as a reminder/refresher on key things you need to remember as you finish up your draft. <input type="checkbox"/> Work on your essay draft/outline. 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.
<p>Week 8 Mar 9-13 (Next week is spring break, so this is "due" by the 13th, but I won't count anything late until after midnight on the 15th)</p> <hr/> <p>Research Draft & Beginning Writing about Film</p> <p>Turn your draft in first, then move on to the introduction to film and the quiz.</p>	<p>READ WATCH: Writing About Film</p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduction and Overview to Writing about Film (Video) <input type="checkbox"/> Film Exam Vocabulary and Essay Assignment (PDF) <input type="checkbox"/> Writing about Film (PDF) <input type="checkbox"/> Yale Film Analysis Guide: Basic Terms, Mise-en-Scene <input type="checkbox"/> Our Time is Up (Video) <input type="checkbox"/> Sample Essay: Video Walkthrough, "Life Does Not Wait on Time" (Video) <ul style="list-style-type: none"> <input type="checkbox"/> Life Does not Wait on Time (PDF) <input type="checkbox"/> The Fridge Part 1 & The Fridge Part 2 (Video) <input type="checkbox"/> Cinematography and The Fridge (Video) <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research DRAFT due on Blackboard with Grammarly Report. <input type="checkbox"/> Discussion 2: 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. <input type="checkbox"/> Blackboard: Quiz 7
<p>Mar 16-22</p>	<p>Spring Break</p>

<p>Week 9 Mar 23-29</p>	<p>READ WATCH: Learning How to Watch a Film</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yale Film Analysis Guide: Cinematography
<p>Short film fest week!</p> <p>*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</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A Good Shot (Video) <input type="checkbox"/> Things to notice in <i>A Good Shot</i> (Video) <input type="checkbox"/> *Sample Essay: <ul style="list-style-type: none"> <input type="radio"/> Video Walkthrough: Calm to Frantic (Video) <input type="radio"/> Essay: Calm to Frantic (PDF) <input type="checkbox"/> My Name is Lisa (Video) <input type="checkbox"/> Things to notice in <i>My Name is Lisa</i> (Video) <input type="checkbox"/> *Sample Essay: <ul style="list-style-type: none"> <input type="radio"/> Video Walkthrough: Who Are You? (Video) <input type="radio"/> Essay: Who Are You? (PDF) <input type="checkbox"/> Lovefield (Video) <input type="checkbox"/> Things to notice in <i>Lovefield</i> (Video) <input type="checkbox"/> *Sample Essay: <ul style="list-style-type: none"> <input type="radio"/> Video Walkthrough: The Bigger Picture in <i>Lovefield</i> (Video) <input type="radio"/> Essay: The Bigger Picture in <i>Lovefield</i> (PDF) <input type="checkbox"/> 10 Minutes (Video) <input type="checkbox"/> Things to notice in <i>10 Minutes</i> (Video) <input type="checkbox"/> *Sample Essay: <ul style="list-style-type: none"> <input type="radio"/> Video Walkthrough: Sound, Color and Lighting Speak Louder than Words (Video) <input type="radio"/> Essay: Sound, Color and Lighting Speak Louder than Words (PDF) <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blackboard: Quiz 8

<p>Week 10 Mar 30-Apr 5</p> <hr/> <p>Short Film Festival, part 2</p> <p>Okay, so these are weird films, and not for the kids. Your teacher has a dark sense of humor, but you may have figured that out by now.</p>	<p>READ WATCH: Some, well, wacky (?) films</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing down the Basics, Writing about Film, pp 1302-104 (PDF) <input type="checkbox"/> Yale Film Analysis Guide: Editing and Sound <input type="checkbox"/> Pretty Dead Girl Part 1 & Part 2 (Make sure to watch the whole thing) (Video) <input type="checkbox"/> Things to notice in <i>Pretty Dead Girl</i> (Video) <input type="checkbox"/> Sample Essay: <ul style="list-style-type: none"> <input type="checkbox"/> *Video Walkthrough: Sound Changes Everything (Video) <input type="checkbox"/> Essay: Sound Changes Everything (PDF) <input type="checkbox"/> Delusions of Modern Primitivism (Video) <input type="checkbox"/> Things to notice in <i>Delusions of Modern Primitivism</i> (Video) <input type="checkbox"/> Sample Essay: Peeling Back the Layers: <i>Delusions in Modern Primitivism</i> (PDF). As you read this, think about how this essay specifically focuses on one of our questions. Look for the required parts of an essay of this type. <input type="checkbox"/> A professional sample: Modernity and Mise-en-scene: Terry Gilliam and Brazil (pdf version) <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Film Exam
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<p>Week 11 Apr 6-12</p> <hr/> <p>Writing a Film Analysis Essay</p>	<p>READ WATCH: Learning MLA Format</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing down the Basics, MLA format-Numbers in MLA, pp 54-69 (PDF) <input type="checkbox"/> Formatting MLA Papers (Choose one): <ul style="list-style-type: none"> <input type="radio"/> MLA Format: MS Word (Video) <input type="radio"/> MLA Format: Google Docs (Video) <input type="radio"/> MLA Format: Open Office (Video) <input type="radio"/> MLA Format: Apple Pages (Video) <input type="radio"/> MLA Format: Word for Apple (Video) <p>READ WATCH: A Film to Write Your Essay About</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wrecked You will write your essay about this movie. (Video) <input type="checkbox"/> Film Exam Vocabulary and Essay Assignment: Make sure you are using one of the questions here as the basis for your essay. <input type="checkbox"/> Some post-<i>Wrecked</i> watching tips and thoughts (Video) I go through some key things to notice, and at the end <i>talk about some important technical aspects</i> of writing about this film. The handout referred to in this video. (PDF) <input type="checkbox"/> Extras: <ul style="list-style-type: none"> <input type="radio"/> 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) <input type="radio"/> Review Writing down the Basics, Argument Essays, p. 112—keep in mind that this is the basic structure for this type of essay. (PDF) <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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.) <input type="checkbox"/> Film Essay
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<p>Week 12 Apr 13-19</p> <hr/> <p>April 16th, last day to drop/withdraw</p>	<ul style="list-style-type: none"> <input type="checkbox"/> READ WATCH: Fiction Exam and Essay (PDF) <input type="checkbox"/> Literature (Fiction) <input type="checkbox"/> The Necklace <input type="checkbox"/> Developing a Literary Argument: The Necklace with the Sample "(Un)Making Mathilde, (Video) <ul style="list-style-type: none"> <input type="checkbox"/> Sample Essay: (Un)Making Mathilde: Description as Character in Guy de Maupassant's "The Necklace" (PDF) <p>READ <i>Writer's Reference</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading to form an Interpretation, pp. L3-L8 (Lit section, online version, pp. 3-8) <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 9
<p>Week 13 Apr 20-26</p> <hr/>	<p>READ WATCH: Now Let's Look at Stories (Fiction)</p> <ul style="list-style-type: none"> <input type="checkbox"/> A & P <input type="checkbox"/> Sample Essay: Why Sammy Really Quits (PDF) <input type="checkbox"/> The Tell-Tale Heart <input type="checkbox"/> Sample Essay: "The Tell-Tale Heart": A Nineteenth Century Emotional Rollercoaster (PDF) <input type="checkbox"/> How to Integrate Quotations from a Work of Fiction (PDF) <input type="checkbox"/> How Thug Notes interprets "The Tell-Tale Heart" Notice the use of quotes and specific quotes in the analysis to support the point. (Video) <p>READ: <i>A Writer's Reference</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Observing the Conventions of Literature Papers, pp. L12-L14 (Lit section, online version, pp. 15-16) <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 10

<p>Week 14 Apr 27-May 3</p> <hr/>	<p>READ WATCH: Okay, well. . .these are. . .hum. . . intense?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Good Man is Hard to Find (PDF) <input type="checkbox"/> Sample Essay: A Good Grandma is Hard to Find (Paragraph Breakdown Version/Slideshow) <input type="checkbox"/> Where are You Going? Where Have You Been? (PDF) <input type="checkbox"/> So, where's the connection and why did you have us read these horrible stories, Kelli? (Video) <hr/> <p>DUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fiction Exam <input type="checkbox"/> Discussion 3: Moments of Grace?: What do you think about the moments of grace in these stories as I discussed in the video? Do you buy 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? <input type="checkbox"/> FINAL Research Paper due on Blackboard. (Make sure you have reviewed the revision instructions in the comments I returned with the draft.)
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<p>Week 15 May 4-10</p> <hr/>	<p>READ WATCH: This One's Just Weird—But There's a Method to My Madness</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Door <input type="checkbox"/> Dude, what is up with that wacky story, Kelli? (Video) <input type="checkbox"/> Sample Essay: Changing of the Doors (PDF)
<p>Week 16 May 11-14 FINALS WEEK</p> <hr/>	<p>READ: A Writer's Reference</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planning the Paper-Writing the Paper, pp L-8 – L-12 (Lit section, online version, pp. 9-1—[pdf pages 14-16])
<p>Note the DUE DATES here.</p>	<p>READ: Final Essay Links</p> <ul style="list-style-type: none"> <input type="checkbox"/> "Wall"—You will write your final essay about this story. The questions for the essay are at the end of the story. <input type="checkbox"/> Tips <ul style="list-style-type: none"> ○ Read the story through <i>before</i> 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. <hr/> <p>**DUE by 5/10—Monday**</p> <ul style="list-style-type: none"> <input type="checkbox"/> Film Essay Revision due <ul style="list-style-type: none"> ○ If you're revising the film essay, turn it in to the same link you turned in your original. When you go into the link, just click on "Start New," and turn in the revision there. <p>**DUE by 5/12—Wednesday**</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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.) <input type="checkbox"/> Fiction Essay on Blackboard <input type="checkbox"/> Discussion 4: Tools to Take with You. 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.