

English 12/AP English Literature and Composition
Reflective Memo
Length: Three-quarters to one single-spaced page

This final assignment asks you to look back on the writing you've composed over the quarter as well as at your teacher's responses, in order to discuss what you've learned about the process of reading, writing about, and participating in conversations about literature. Keep the memo focused on your own progress—it's not a critique of the class but a way to log your progress and learning.

Why a memo?

A memo provides specificity of audience (me) and suggests something about the tone you might use.

Explain your progress as a reader and writer over the course of the quarter and discuss how you've learned some nuances of academic writing. Reflect on all the writing you've done this quarter and provide evidence for your reflection's claim, **using examples from your writing and from class discussion, class texts, and teacher comments**, by responding to the following questions:

- What have been your challenges? Consider the difficulty of the texts, the kinds of assessments, the prompts, the hot seat, and time management.
- How have you addressed these challenges?
- What adjustments have you made over the course of the quarter to improve your writing?
- What are you particularly proud of?
- What do you still need to work on?
- Where do you see improvement?

Be as specific as you can. Don't just say "grammar," for example, but give examples and provide some specific ideas you have learned. If you are talking about literature, ideas, or language, you will not go too deep in the weeds for this particular audience.

In addition, please reflect on the following (about academic writing in general):

- How was your prior knowledge of writing expanded, confirmed, complicated, and/or altered? Please give specific examples of where, why, and how.
- How was the writing you did for English 12/AP Lit similar to or different from the writing you've done (a) in the past and (b) for other situations?
- What have you learned in this class that you think you may draw on in the future? What questions about literature and academic writing do you still have?
- What approaches to writing (if any) do you think you will continue to use as you write for and beyond school?