



## Reflective writing Checklist

Check your assignment marking criteria or any other instructions given, as well as the marking criteria or rubric.

### Structure

### Content, expression & formatting

#### Reflective process

- I have described/reported on my experience or attitudes.
- I have evaluated and analysed my experience or attitudes by linking to theories, concepts or practices I've been learning about.
- I have drawn some conclusions based on my reflection.
- I have explained how I will act or think differently in the future.

#### Paragraphs

- I have written one paragraph for each point

Each paragraph has:

- Topic sentence
- Sentence(s) describing a situation
- Sentence(s) linking to theory or concepts
- In-text citations

#### Reference list

- I have followed the sequence and formatting for the correct referencing style (e.g. APA, Harvard, Chicago) for each entry in my reference list. (For help: [Referencing & Citation guide](#))

#### Content

- I have understood the question or task I have been given. (For help: [Analysing the assignment question](#))
- I have answered the reflective question or addressed the topic in my reflective writing.
- I have paid attention to the most important factors according to the marking criteria.

#### Expression

- I have used language appropriate for reflective writing (formal, personal, technical and abstract). (For help: [Reflective writing tone](#))
- I have proofread my writing and fixed any errors. (For help: [Finishing and submitting](#))

#### Formatting

- I have followed formatting specifications.

**Need more help?** Library Study Smart Officers are also a resource for you and are available to help you improve your academic writing. To find out hours and locations, visit the [Library Study Smart Officers](#) page.



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