



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	Content
<ul style="list-style-type: none"><input type="checkbox"/> I have described/reported on my experience or attitudes.<input type="checkbox"/> I have evaluated and analysed my experience or attitudes by linking to theories, concepts or practices I've been learning about.<input type="checkbox"/> I have drawn some conclusions based on my reflection.<input type="checkbox"/> I have explained how I will act or think differently in the future.	<ul style="list-style-type: none"><input type="checkbox"/> I have understood the question or task I have been given. (For help: Analysing the assignment question)<input type="checkbox"/> I have answered the reflective question or addressed the topic in my reflective writing.<input type="checkbox"/> I have paid attention to the most important factors according to the marking criteria.
Paragraphs	Expression
<ul style="list-style-type: none"><input type="checkbox"/> I have written one paragraph for each point	<ul style="list-style-type: none"><input type="checkbox"/> I have used language appropriate for reflective writing (formal, personal, technical and abstract). (For help: Reflective writing tone)<input type="checkbox"/> I have proofread my writing and fixed any errors. (For help: Finishing and submitting)
Each paragraph has:	
<ul style="list-style-type: none"><input type="checkbox"/> Topic sentence<input type="checkbox"/> Sentence(s) describing a situation<input type="checkbox"/> Sentence(s) linking to theory or concepts<input type="checkbox"/> In-text citations	
Reference list	Formatting
<ul style="list-style-type: none"><input type="checkbox"/> 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)	<ul style="list-style-type: none"><input type="checkbox"/> I have followed formatting specifications.