



# 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

- ☐ 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.

- ☐ 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.

### Paragraphs

### Expression

- ☐ 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

- ☐ 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](#))

### Reference list

### Formatting

- ☐ 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](#))

- ☐ I have followed formatting specifications.