

Tips on Writing Effective Reflective Notes

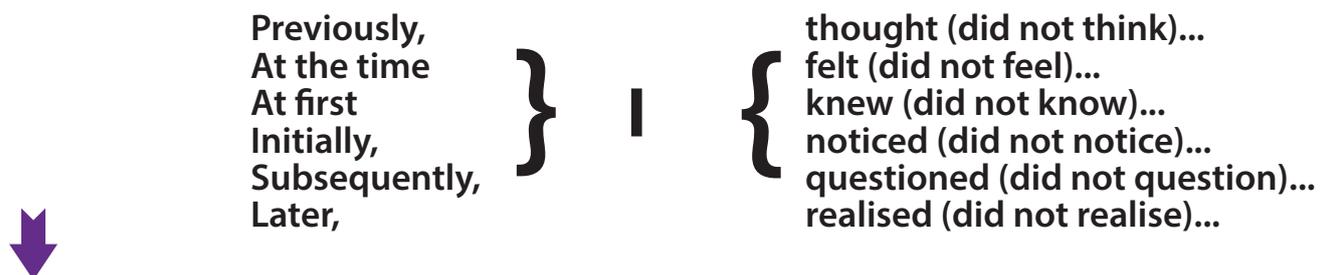
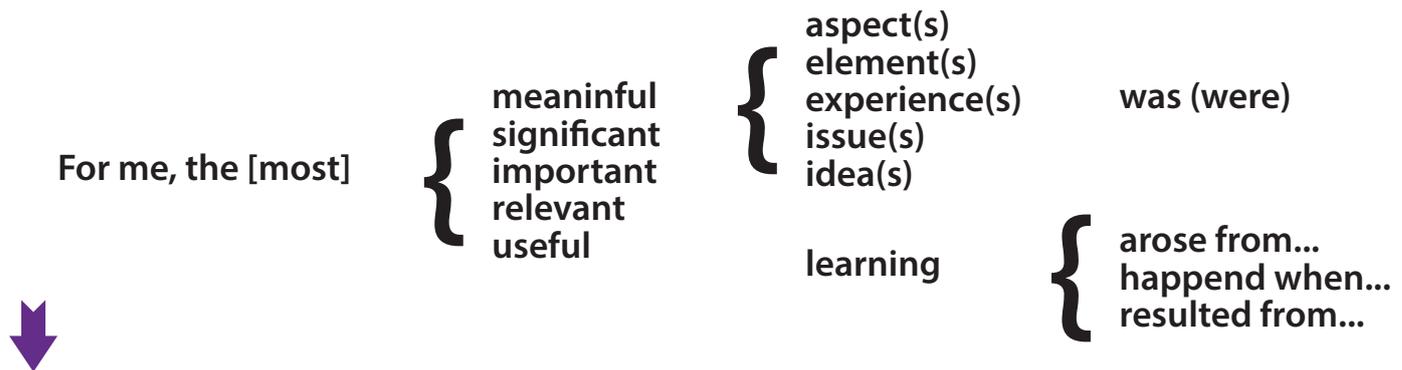
Useful Vocabulary

The following are just a few suggestions for words and phrases that might be useful in reflective writing. Using any of these words and phrases will not in itself make you a good reflective writer.

Description (the short bit!)

We are not suggesting specific vocabulary for any descriptive elements of your reflective writing, because the range of possible events, ideas or objects on which you might be required to reflect is so great.

Interpretation & Analysis (the most important bit)



Outcomes & Synthesis

Having { read...
experienced...
applied...
discussed...
analysed
learned... }

I now { feel...
think...
realise...
wonder...
question...
know... }



[Additionally,]
[Furthermore,]
[Most importantly] }

I have learned that...



I have significantly
slightly }

However, I have not [sufficiently] }

developed
improved }

my skills in...
my understanding of...
my knowledge of...
my ability to...



This means that...
This makes me feel...



This knowledge
This understanding
This skill }

is
could be
will be }

essential
important
useful }

to me as a learner [because...]
to me as a practitioner [because...]



Because I { did not...
have not yet...
am not yet certain about...
am not yet confident about...
do not yet know...
do not yet understand... }

I will now need to...



As a next step, I need to...

Six levels of learning

Increasing Difficulty	Process	Explanation
	Knowledge	Recognition and recall of information and facts – describing events
	Comprehension	Interprets, translates or summarises given information – demonstrating understanding of events
	Application	Uses information in a situation different from original learning context
	Analysis	Separates wholes into parts until relationships are clear – breaks down experiences
	Synthesis	Combines elements to form new entity from the original one – draws on experience and other evidence to suggest new insights
	Evaluation	Involves acts of decision making, or judging based on criteria or rationale – makes judgements about

Guidelines for Reflection

Learning	Comments
Description:	What are you going to reflect on? Describe what happened (the learning event)
Feelings:	What were your reactions and feelings? What did you think and feel?
Evaluation:	What was good and bad about the learning event? Make value judgements.
Analysis	What sense can you make of the learning event? Bring in ideas from outside the learning event to help you (such as work experience)
Conclusions (general):	What can be concluded, in a general sense, from these learning events and the analyses you have undertaken?
Conclusions (specific):	What can be concluded about your own specific, unique, personal situation or ways of working?
Personal Action plans:	What are you going to do differently at work next time based on this learning event? What steps are you going to take on the basis of what you have learnt?