## 8-stage process for reflective assignments

<table>
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<th>Stage</th>
<th>Description</th>
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| **Analyse the brief or question** | - Identify key words that define the topic (T)  
- Look for any words or phrases that provide an 'angle' (A) - what perspective are they looking for?  
- What questions do you have at this stage? Jot them.  
- Make a rough plan - right now, without any reflection or reading, what are your early ideas for possible content? |
| **Reflection through writing** | - Sift through your learning journal or entries in your e-portfolio for existing reflections  
- Work through any reflective model you've been assigned/suggested  
- See Ch 8 in Bolton for guide on how to do reflective practice writing  
- Generate new reflections on practice relevant to the topic & angle of the assignment |
| **Research & analysis** | - Find sources from reading list  
- Locate further sources through library database search  
- Identify theory, viewpoints and evidence in the sources  
- Take notes from your reading (keep reference details)  
- Scrutinise these notes. What have you learnt? What does the evidence suggest? |
| **Synthesise the material** | - Reflect on the material from sources. Capture your thoughts.  
- Identify connections between the topic under reflection & your actual reflections  
- Map all of these connections, overlaps, gaps etc.  
- Formulate YOUR key points you want to make that emerge from the reflections or the source material. |
| **Plan your draft** | - Overview all of your analysis, reflections, and research material (sources)  
- Review the TAP - what are you planning? An evaluation? A discussion? A case report?  
- Decide on an order for them. How will the discussion be structured?  
- Sometimes it helps to work backwards from the conclusion. Where are you taking the reader?  
- Mindmapping programmes, bullet list, sticky notes, index cards... these can all help with the process. |
| **Produce first draft** | - Start wherever you like - anywhere but the Introduction  
- Each topic or sub-topic on the plan now needs writing up into sentences  
- Ensure citations are inserted as you write & build reference list at end of document  
- Pay attention to how you are expressing yourself - when to use 'I'? When to use objective phrasing?  
- Mind people to read the rough draft. |
| **Edit and redraft** | - What did your readers recommend?  
- Recheck the brief or question & any learning outcomes - does the assignment address these?  
- Examine structure - is this the best way for it to be organised? Why?  
- Any immediate cuts or additions to make? Word count on target?  
- Read aloud - does the style and tone of the phrasing work? |
| **Produce final draft** | - Identify minor remaining edits to polish text  
- Last edit for wordcount  
- Doublecheck all citations & references  
- Doublecheck format conforms to your course requirements for assessed work (e.g. line spaces? margins?)  
- Proof final version: typographical, spelling, punctuation & grammar. |