

## WRITING A REFLECTIVE LOGBOOK

Reflective writing is a **personal style of writing**. It is expected when you are asked to **reflect** on and **think critically** (**analyse** and **judge** in relation to the theory) about **ideas** and **practices** that relate to you personally.

It's purpose is to help you strengthen your understanding of course material, help you create links between your past and present learning and clarify the relationship between theory and practice.

Reflection is also invaluable for helping you identify what type of learner you are and what learning strategies work best for you.

### Reflection

- Your opinions are personal, but are also a reflection on your learning (and therefore the views of others) – ensure you acknowledge those views through referencing.
- Give your opinion and then show how you arrived at it – eg. from interpretation or evaluation, personal/practical experience and exploration or research.
- State the reflection, give an explanation and interpretation of that reflection and then provide a theoretical justification for it.
- Give personal examples and then interpret them in relation to the theory.
- Draw conclusions where relevant.
- Make some observations of things to improve, what you would do differently and other personal reflections – such as what you have learned from your experience/study.

### Language features of reflective writing

- Use “I” to give personal views and “we” to give view of a group e.g. *“I am entering uncharted territory....”*, *“We had a brief meeting to define the target audience...”*
- When referring to the view of others and/or academic theory remember to give references e.g. *“When it comes to the nature of the work we performed I felt like the key issue was the problem to identify a concrete goal. This could have easily been helped by just having a set deadline and through making people more involved from the beginning, according to Moss and Van Duzer (1998) “Project based work involves careful planning”.*
- Be consistent with the choice of tense and time references e.g. *“We decided to shoot in High Definition modus. In the post-production stage we discovered that this had not been necessary, because editing in HD would have been extremely time consuming.”*

### Structure

- Ensure your reflective journal/log book has a structure e.g. chronological (day-by day, week-by-week) or perhaps Introduction, Body, Conclusion, (depending on the task instructions).
- Consider using an index, table of contents, reference section and/or appendices (again depending on the task instructions).

### Formatting

- Consider the best format before you begin.

### Proof-reading/editing

- Ask someone to help you proof read your document and remember to spell check.

Last Updated: 15 October 2014

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