

LCHS4001 Checklist for Task 2: Reflective Activity

Structure and Organisation	✓
1. I have provided my name and student number	
2. I have used the template provided.	
3. I have used complete sentences , OR bullet points NOT single words.	
4. My reflection is written in the first person , using the personal pronoun: I	

Content	✓
5. I have used the prompts to help focus my work.	
6. Each prompt has a clear focus and response.	
7. I have highlighted my own developmental needs and steps for improvement.	
8. I have evaluated my needs and provided justification for improvement.	
9. I have provided relevant examples to support my work.	
10. I have demonstrated clear understanding of the idea of reflection .	
11. I have demonstrated critical thinking when reflecting on my presentation and research.	
12. I have attempted to look for examples / ideas from literature *.	
13. I have highlighted Next Steps to my research.	
14. I have provided clear links between what I have already done and what I need to do next.	

Formatting & Presentation	✓
15. I have used 1.5 line spacing .	
16. I have used an appropriate font type for my reflection.	
17. I have proofread my work for spelling, punctuation and grammatical errors.	
18. My reflection is 300 words in length (+/-10).	

* You are not expected to present a formal reference list, but you may want to refer to something you have read in your reflection.