|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task response | Good response | ✓ | Satisfactory response | ✓ | Unsatisfactory response | ✓ | Links |
| **Purpose**  Understanding and addressing the task | Understood and addressed task  Information is appropriate and relevant  Key points organised to illustrate points being made |  | Has understood the task but points selected are not always relevant or fully discussed |  | Has not understood the nature of the task. Relies on information copied from texts |  | [Reflective journal](http://emedia.rmit.edu.au/learninglab/content/reflective-journal) |
| **Structure and content** | Well structured, easy to follow  Addressed the task |  | Some structure but information not always presented in a logical order |  | Information randomly presented  No sense of structure |  | [Reflective journal .pdf](http://emedia.rmit.edu.au/learninglab/sites/emedia.rmit.edu.au.learninglab/files/Reflective%20journal.pdf) |
| **Introduction** | Context and purpose – identified and clearly described |  | Context and purpose introduced but need further clarification |  | Context and purpose – not clear |  |  |
| **Paragraphs** | Main ideas expressed in clear topic sentences  Theory integrated to demonstrate how it informed practice |  | Main ideas not always clear or fully supported  Evidence of research but its applicability and value flawed |  | Main ideas not clearly defined  Relevant research - not used to inform analysis |  | [Paragraphs](http://emedia.rmit.edu.au/learninglab/content/paragraphs)  [Integrating references](http://emedia.rmit.edu.au/learninglab/content/integrate-references) |
| **Conclusion** | Learning and the benefit of reflection well summarised |  | Basic summary of the benefits of the reflection |  | Reflection lacks evidence of personal growth |  | [Conclusion](http://emedia.rmit.edu.au/learninglab/content/conclusion-1) |
| **Reflection** | Theory well integrated to indicate how it has and will inform behaviour and thinking |  | Evidence of research and thinking |  | Evaluation of experience lacking |  | [Reflective journal](http://emedia.rmit.edu.au/learninglab/content/reflective-journal) |
| **Sentences**  **Grammar** | Range of sentences  Few errors |  | Errors do not interfere with meaning |  | Errors are frequent, often making understanding difficult |  | [Sentence construction](http://emedia.rmit.edu.au/learninglab/content/sentence-construction-) |
| **Vocabulary** | Demonstrated knowledge of key vocabulary |  | Vocabulary adequate for the task  Subject specific vocabulary not fully utilised |  | Limited vocabulary, no use made of specialised course vocabulary |  | [Academic word list tool](http://emedia.rmit.edu.au/learninglab/content/academic-word-list-tool) |
| **Spelling** | Correct |  | Occasional errors |  | Numerous errors  Spellcheck not used |  | [Spelling](http://emedia.rmit.edu.au/learninglab/content/spelling-0) |
| **Feedback** | Reflection structured and clearly written  Has reflected on the experience and indicated its implications for the future |  | Has benefitted from the experience but not adequately used learning and research  Shown some insight into future relevance |  | Writing does not show evidence of personal learning  Ideas not clearly expressed  Structure lacking |  |  |