

Writing your Retrospective

The Retrospective is a formal account of what you did on a module, how you did it, what you learned from the experience and how those insights will impact your future work. It is your chance to demonstrate:

- ***Engagement with the project.***
- ***Knowledge you acquired along the way.***
- ***Ability to critically evaluate your working processes and outcomes.***
- ***Key learnings that you will take from the experience.***

Below are the different sections you need to cover and some questions which will help you think about what to include.

Introduction / Contextualisation (*15% of total word count)

This should be a concise single paragraph that provides the background of the project you undertook. You may wish to use the following questions to structure this section.

- ***What are the project's aims and objectives?***
- ***Why is an understanding of the module's key concepts important?***
- ***What personal/professional goals did you set yourself at the beginning of the module?***
- ***Are there any specialised industry/technical terms/ concepts that require a definition or an explanation?***

It is also good academic practice to end the introduction with a roadmap of how the text will develop and what will be covered. So, the final sentence might begin, ***'This Retrospective will first provide an account of, then it will move to ... before ending with an examination of...'***

Engagement and Approach (*25% of total word count)

This section provides an account of what you did and how you did it. While some of this will be descriptive, it is important to try to delve deeper and consider the motivations behind your decisions, the problems you encountered and the steps you took to overcome these problems. You may wish to use the following questions to structure this section.

- ***How did you approach the task in terms of planning?***
- ***What problems did you encounter while working?***
- ***How did you try to overcome those problems?***
- ***What roles did you perform (for groupwork)?***
- ***How effective was the workflow?***
- ***What feedback did you receive at and what did you do with that feedback?***

Evaluation (*25% of total word count)

Evaluating means judging the *quality, value, or relevance* of something you've done – essentially, it means checking if you have done something the best way and seeing what improvements could be made. There are two parts to the Evaluation section.

In the first part, evaluate the effectiveness of your work processes and the outcomes of your work, sometimes referred to as the **artefact**.

- ***What worked well? Why?***
- ***What problems and challenges did you encounter? Why?***
- ***What was good about the final outcome of your work?***
- ***What was unsatisfactory about the final outcome?***

In the second part, show how your work compares to something that was created by industry. Don't worry, it is not expected that your work will be of the same standard, but it is important that you can identify the areas you need to work on to bridge the gap.

- ***What are the features of your work that compare favourably to professional work?***
- ***What are the features of your work that fall short of industry standard work?***
- ***Can you bring in relevant contemporary theories (game art, animation, character creation, etc) to back your claims up?***

Reflection (*25% of total word count)

This section of the Retrospective requires you to look back on the successes and challenges of the work undertaken and a forward-looking consideration of the main learnings from the experience. Use this section to reflect on the differences between your expectations at the beginning of the project and the results you achieved.

- ***What would you do differently next time if you approached a similar project?***
- ***What were the major contributing factors to the effectiveness of the work you did?***
- ***Were there any ethical/legal issues that could emerge if this was a fully commercial piece of work?***
- ***What did you intend to learn in the process of this project and were you successful in achieving this knowledge? (if not, what prevented this and how would you overcome this in the next project)***
- ***What areas would you hope to explore in the next project that you did not have the opportunity to do here?***

Conclusion (*10% of total word count)

It is good practice to end a piece of academic writing with a conclusion. This does not need to be long and should be stated concisely. You may wish to

- ***Summarise the ideas and opinions you have outlined in your main text.***
- ***Summarise what you have learned through your analysis of the experience.***
- ***Discuss how your new-found learnings will influence your future practice.***

***DO NOT INTRODUCE ANY NEW IDEAS IN YOUR CONCLUSION**

*Recommended Word Counts

This is a recommended way of dividing your total word count.

Presenting your work – Cover Page

It is a good idea to include a title page. On it you should include the information shown in the example below.

ESCAPE STUDIOS
MODULE NAME/CODE
ASSIGNMENT BRIEF
STUDENT NAME
ID NUMBER
TUTOR NAME(S)
WORD COUNT

Presenting your Work - Table of Contents

For longer professional and academic texts, a Table of Contents can provide a useful guide for your reader and help you organise and structure your work effectively. Headings and subheadings can directly reveal the content of a section and with judicious use can help build a coherent structure. Follow this [link](#) to find out how to write an effective Table of Contents.

Presenting your Work – References Section

While your retrospective will be a personal account of a learning experience, it is important that you evidence the research you conducted which informed your creative and technical decisions. All the texts you cite in the main body of your writing need to be compiled into a References section which will appear on a standalone page at the end of your work.

Below is an example of how this will look and the following [link](#) will provide you with more information about how to use reference your sources using the Harvard Referencing System.

References

Anupoju, S. (n.d.). *Density of Construction Materials in kg/m³ and lb/ft³*. [online] The Constructor. Available at: <https://theconstructor.org/building/density-construction-materials/13531/> [Accessed 12 Feb. 2020].

Asbury, C. (2012). *Speed Ramps & Freeze Frames in After Effects*. [online] The Beat: A Blog by PremiumBeat. Available at: <https://www.premiumbeat.com/blog/speed-ramps-freeze-frames-in-after-effects/> [Accessed 20 Feb. 2020].

Borowick-Pool, N. (2015). *Debris from building explosion in East Village, New York*. [image] Available at: <https://media.nbcnewyork.com/2019/09/evillage-explosion-aftermath.jpg?resize=800%2C450> [Accessed 21 Feb. 2020].

Capian, R. (2016). *Brooklyn Heights Apartment Building*. [image] Available at: <https://imgs.6sqft.com/wp-content/uploads/2016/04/26203138/50-Orange-Street.jpg> [Accessed 21 Feb. 2020].

Christoforo, A. (2019). *Wood specimens fractured in tensile strength tests in parallel to grain direction*. [image] Available at: <http://www.scielo.br/img/revistas/eagri/v39n4//1809-4430-eagri-39-04-0533-gf01.jpg> [Accessed 10 Feb. 2020].

Dreamer-Moongeisha (2010). *broken_concrete_texture*. [image] Available at: <https://images-wixmp-ed30a86b8c4ca887773594c2>.

Fantastic Beasts and Where to Find Them. 2016. [Film] Directed by David Yates. United Kingdom: Warner Bros. Pictures.

Study Skills Advice

The Study Skills Team are available to help you put your Retrospective together and are always happy to answer any questions you might have. Below are links to some of the key aspects of writing effective retrospective

[Key considerations for Effective Retrospectives](#)