

## Handout 1

### Exercise 1

Watch the following video on reflective writing (RW) in Education

[https://www.youtube.com/watch?time\\_continue=6&v=N2qZX3M\\_9MY](https://www.youtube.com/watch?time_continue=6&v=N2qZX3M_9MY),

and take notes. Based on the video, answer the following questions.

1. How do you define reflective writing in your own words?
2. Fill the gaps in the table below.

| Gibb's reflective cycle stage | What question do you answer during this stage? |
|-------------------------------|--|
| 1. _____                      | What happened?                                 |
| 2. _____                      | How did it make you _____?                     |
| 3. Evaluation                 | What was _____ & _____ about the experience?   |
| 4. _____                      | How else could you interpret the situation?    |
| 5. _____                      | What else could you have done?                 |
| 6. _____                      | What would you do differently next time?       |

3. What is the best approach to reflective writing?
4. Have you ever done any reflective writing?

If, "Yes", describe it.

If "No", say if reflective writing would be productive to do it during your undergraduate study?

Why?



## ***Exercise 2.***

***Read the sample RWs and match its parts with the Gibb's cycle steps.***

- We had some issues in IT. We had several problems when agreeing on the topic, who should do what task and how to work together effectively. This made me impatient and stressed. In the end we wasted a lot of time disagreeing and discussing solutions, and ended up rushing to complete the task on time. However, the topic and the work we did was of high quality after we all managed to agree on what to do and how to do it.
- Eventually, this was a positive experience as it indicated what working on a company-based project in my future career might be like, especially with regard to making all the team members and stakeholders satisfied. The group assignment has let me understand that different personalities can have very different approaches to work. While not all are effective, each member of a team needs to feel valued and in some cases reminded that the team depends on their input. I believe more effective meetings and a written agreement on how we should proceed might work better in future when working with different people.
- Next time I might use the Library resources on effective team work – a contract template – to guarantee that we can refer back to this source and if members are not on the right effective task completion path. That can help in avoiding or responding to conflict if tensions rise because of uneven input from the team's members.