**Writing the Reflection Task: Guidelines on formatting**

1. **How to cite:**

* For websites and articles, use the APA system you have learned. You can check the OWL Purdue website for the accurate format.
* For ES1103 materials, use the first three words of the HO title (“Evaluating and Making”, 2018)

This will then look like this in the reference list:

Evaluating and Making Recommendations. (2018). *ES1103 English for Academic Purposes* [Class handout]. CELC, National University of Singapore.

* Your own writing: (Surname, year)

This will then look like this in the reference list:

Surname, I. (YEAR). Name of assignment. *Name of Module.* National University of Singapore.

1. **How to insert screenshots in your reflection:**

|  |
| --- |
| Topic sentence (claim)  Development: Your development should explain how the item transfers or not, describe the assignment and explain the annotation to the reader (for example: the hedging expressions are highlighted in green). You must refer your reader to the figure: (see Fig. 1)  Below the paragraph, paste the annotated sample.  *Fig 1: Modules’ name- Assignment name (Student surname, YEAR)* |

1. **Structure:** The reflection should be structured logically around an introduction which presents a thesis, a series of unified paragraphs developing a distinct point, and a short conclusion.