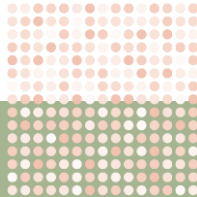




GLION SELF-HELP SERIES

Learning Support



Reflective writing skills



Reflective writing asks you to think about your experiences, analyze what you learned, and explain how that learning will influence your future actions. It combines personal reflection with academic thinking — linking experience, theory, and improvement.



What is reflective writing?

Reflective writing is a thoughtful account of an experience or learning process.

It should:

- Describe what happened
- Analyze what you learned and why it matters
- Connect your experience to academic theories or frameworks
- Identify what you will do differently next time

Why it matters?

- Encourages deeper learning by linking theory to practice
- Helps you understand your strengths and weaknesses
- Develops self-awareness and professional growth
- Builds critical thinking and communication skills
- Is often used in internship reports, portfolios, and professional training



Step-by-step: how to write reflectively

1 Describe the experience

Briefly outline what happened — focus on key moments, not every detail.

Example:

During my internship, I struggled to manage time when handling multiple guest requests.

2 Analyse your reaction

Explore how you felt, what you thought, and why.

- What surprised you?
- What challenged you?
- How did you respond at the time?

3 Link to theory or course concepts

Reflective writing is not just personal — it connects to learning.

- What theory, concept, or model explains this experience?
- How does it confirm or contradict what you studied?

Example:

Using Kolb's Experiential Learning Cycle, I realized I had focused on action without proper reflection, leading to repeated mistakes.

4 Draw conclusions

Explain what you learned about yourself, your skills, or the situation.

Example:

I learned that planning ahead and prioritizing urgent tasks reduces stress and improves guest satisfaction.



5 Plan future action

Identify how you will apply this learning in the future.

Example:

Next time, I will use a task-management tool to schedule guest requests more effectively.

Common reflective models:

Model	Key stage	Use when?
Gibbs' reflective cycle (1988)	Description → Feelings → Evaluation → Analysis → Conclusion → Action → Plan	<i>For full reflections (i.e. assignments, portfolios)</i>
Kolb's experiential learning cycle (1984)	Concrete experience → Reflective observation → Abstract conceptualization → Active experimentation	<i>For connecting experience with theory</i>
Driscoll's model (1994)	What? → So what? → Now what?	<i>For short, focused reflections</i>



Sample paragraph using the Driscoll's model

Key stages:

- What?
- So what?
- Now what?

During my first week at the hotel, I struggled to adapt to the fast pace of guest check-ins. I felt overwhelmed and unsure about prioritising tasks. After reflecting, I realised that effective time management and communication were essential skills. Using the Eisenhower Matrix, I learned to distinguish between urgent and important tasks. Next time, I will plan ahead and ask for support earlier when needed.





Tips & Tricks

- Be honest but professional: Acknowledge challenges and how you handled them.
- Balance description and analysis: Don't just tell the story — explain what you learned.
- Use first person ("I") appropriately — reflective writing is personal, but still academic.
- Include theory: Link experiences to course readings or models.
- End with growth: Always show how the experience helped you develop.



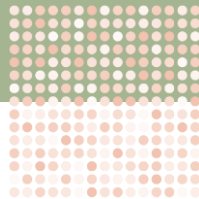
More information on the library website here:





Sample reflection planner

Stage	Guiding question	Your notes
Description	What happened? Who was involved?	
Feelings	How did I feel at the time?	
Evaluation	What went well or badly?	
Analysis	Why did this happen? What theories explain it?	
Conclusion	What have I learned?	
Action plan	What will I do differently next time?	



Contact us

THE LEARNING SUPPORT TEAM

learningsupport@glion.edu

THE LIBRARY & INFORMATION SERVICES TEAM

library@glion.edu