**Date:**

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| --- |
| **1. Description: what happened** |
| * What, where and when? * Who did/said what, what did you do/read/see hear? * In what order did things happen? * What were the circumstances? * What were you responsible for? |
| **2. Feelings: what were you thinking about?** |
| * What was your initial gut reaction * What does this tell you? * Did your feelings change? * How do you feel now? * What were you thinking? |
| **3. Evaluation: what was good or bad about the experience?** |
| * What pleased, interested or was important to you? * What made you unhappy? * What difficulties were there? * Who/what was unhelpful? Why? * What needs improvement? |
| **4. Analysis: what sense can you make of the situation?** |
| * Compare theory and practice. * What similarities or differences are there between this experience and other experiences? * Think about what actually happened. * What choices did you make and what effect did they have? |
| **5. Conclusion: what else could you have done?** |
| * What have you learnt for the future? * What else could you have done? |
| **6. Action Plan: what will you do next time?** |
| * If a similar situation arose again, what would you do? |

Adapted from: Gibbs, G 1988, Learning by Doing: A Guide to Teaching and Learning Methods, Oxford Polytechnic, Oxford.