**Date:**

|  |
| --- |
| **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.