**Communication
Intensive Courses**

Reflective Essay

Reflective Essay - Planning Stage

Assessment Element	Is GenAI recommended?	GenAI Tool	Explanation / Instructions
Critical incident	No	-	This must be a personal experience which has had an impact on you.
Description	No	-	Describe the event from your perspective. Include your thoughts and feelings at the time of the event.
Reflection	Yes (to help identify theory/literature)	ChatGPT Deepseek Perplexity	Look back at the event and evaluate it: Would you act/feel differently? What are other stakeholder/s perspectives about the event? (e.g., other people who were there, based on theory, etc.). Ask GenAi for literatures/theory suggestions. What are your thoughts and feelings about the incident now?
Action plan	Yes, with critical analysis	ChatGPT Deepseek Perplexity	Brainstorm ideas on what can be done in future.

Reflective Essay - Writing Stage

Assessment Element	Is GenAI recommended?	GenAI Tool	Explanation / Instructions
First outline and then write per paragraph	Yes (option A)	ChatGPT Deepseek	1. Create an outline of the essay. 2. For each paragraph/essay, make notes in bullet form 3. Ask GenAi use these notes to construct a paragraph/essay.
	No (option B)	-	1. Create an outline of the essay. 2. For each paragraph/essay, make notes in bullet form 3. Write full paragraphs using the notes
Free Writing	No	-	1. Free write 2. Read and (maybe) edit 3. Write again

Reflective Essay - Revision Stage

Assessment Element	Is GenAI recommended?	GenAI Tool	Explanation / Instructions
Content	Yes, with critical analysis	ChatGPT Deepseek	Prompt GenAi to check the content of your essay (e.g., ask GenAi to check if you've fulfilled the assessment instructions).
Language	Yes, with critical analysis	ChatGPT Deepseek	• ***Improve vocabulary, grammar, tone and style:*** It is important to check all changes/feedback made by the GenAI tool to ensure accuracy of information is retained. • ***Improving clarify and readability***: Ask Gen AI to "Summarise what changes were made to the text" so that you can reflect on the improvements made to your writing. • ***Making text more succinct***: If you are over the page limit requirements, use the prompt: "Make text more succinct without changing language choices". This generally will only make small adjustments where there is redundancy or repetition (e.g. 15%). Larger word cuts should be actioned without the aid of Gen AI to avoid significant changes to intended sentence meaning.