

# DEVELOP

## How to create a micro lecture

### How to prepare a micro lecture

All micro lectures start with an initial desire from you, the teacher, to transfer some kind of knowledge to your learners, usually your students. This document will help you to get the most out of your intentions.

### Keep it short

It is advisable to keep the duration under 6 minutes. This will most likely keep the learners engaged.

### Make it entertaining

When designing the layout of your slides, keep in mind that your micro lecture should be appealing to watch. Of course, the main focus of the micro lecture is to transfer knowledge, but at the same time you want to keep your audience engaged. You can do this by using your pattern of speech, but also by making sure that some sort of content is being conveyed by your slides at all times.

Let's look at several ways to do this. First of all, you can make use of animation. Such function is embedded in many presentation-design programs such as PowerPoint, which allows for fun and dynamic (dis)appearing of text and/or images.

Second, guide your viewers' attention. For example, when you want to address a concept within a definition, use bold, italics or a different colour to make it stand out.

Third, make as much use of visual information (images etc.) as possible. Keep the amount of words to a minimum and replace words with images. Think about the similarities between what you want to tell and what you want your audience to see at the same time. For example, it is quite boring to read aloud sentences that are already being presented on the slides.

### Make it your own

Keep in mind that you need to feel comfortable about your micro lecture. This will allow for easy recording and a better end result. Your micro lecture should fit your style of teaching and your personality. The TELT employees are there to support you in the final decision-making process with regards to your video.

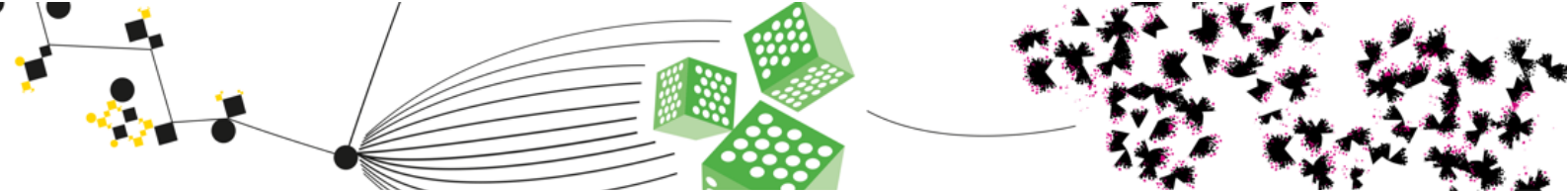
Please watch the following video to get a visual impression of the abovementioned tips and tricks.

[www.utwente.nl/blended-learning](http://www.utwente.nl/blended-learning)



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## Checklist

Now that you have an idea of what your micro lecture should look like, make sure you are able to check every item from the following checklist:

- The learning outcomes of your micro lecture are taken into account during the design process
- The target group of your micro lecture is taken into account during the design process
- Presentation lasts no longer than 6 minutes
- Introductory speech lasts no longer than 10 seconds
- Introductory speech clarifies what the micro lecture is about
- Slides contain no redundant information
- Slides are low on text intensity (max. 6 lines of text)
- Images and corresponding text are presented close to each other
- Slides are appealing
  - Slides are colourful
  - Slides contain many images of high quality (high amount of pixels)
  - Slides do not present too much information at the same time
- Slides make use of animation
- Slides make use of attention guiding principles (bold, italic wording etc.)
- A short summary of the micro lecture is discussed near the end of the micro lecture
- An outro text thanks the viewers for watching
- Screen size is 16:9 (widescreen)
- Font is at least 28 point size
- Font is easily readable
- University of Twente logo is *present* at all times
- Page numbers are *absent* at all times
- Date stamps are *absent* at all times
- All copyrighted materials are credited for

## Preparation for recording:

Please contact the support person to get specific preparation details.

- The presentation slides are transferred on a USB stick to bring to the recording appointment
- The to-wear outfit is selected and clean
  - The to-wear outfit comprises a vest or jacket for easy microphone attachment
  - The to-wear outfit contains no green colours
  - The to-wear outfit contains no small details
- The presentation is rehearsed beforehand

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