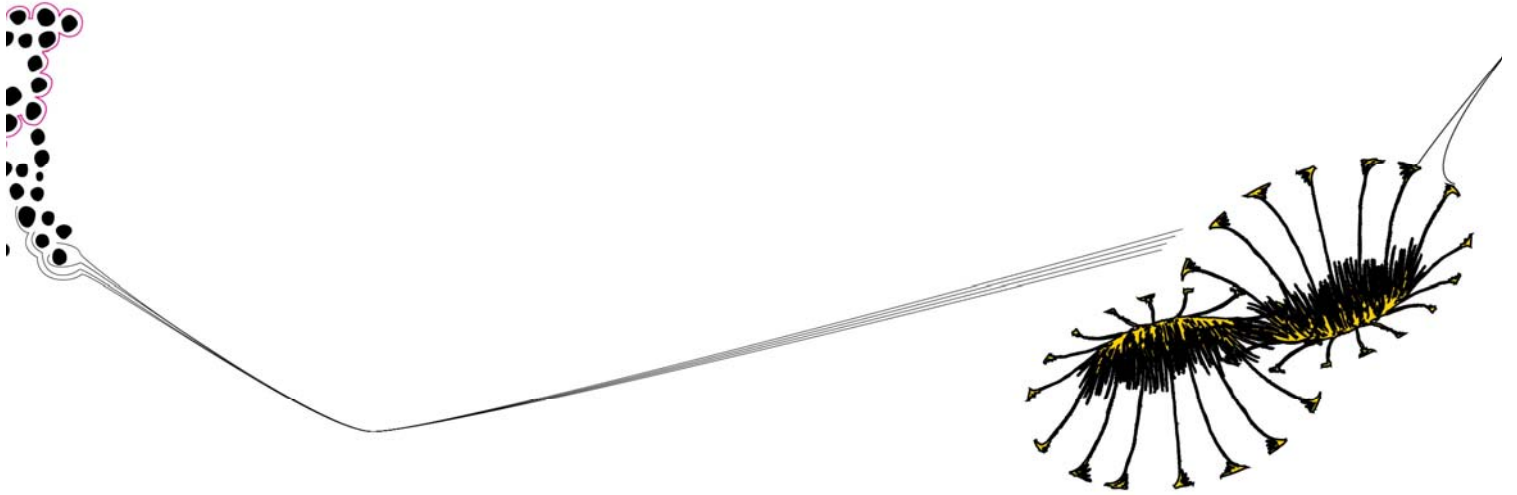
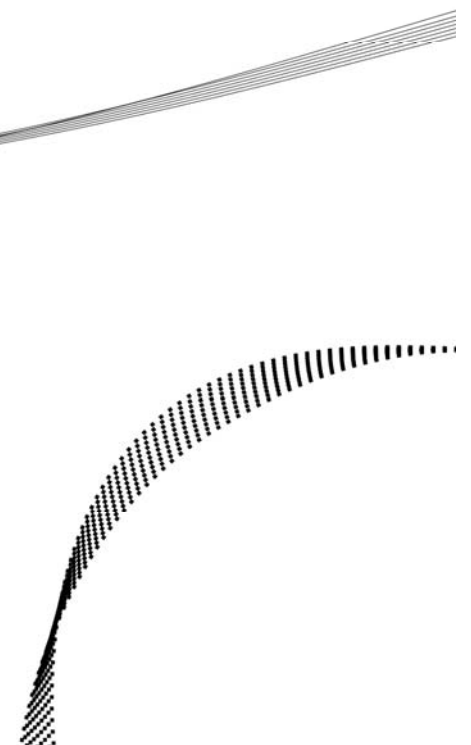


CHECKLIST MICROLECTURE

How to create a microlecture?



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1. How to prepare a microlecture

All microlectures 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 get the most out of your intentions.

1.1 Keep it short

Microlectures can have a duration of max. 10 minutes. However, it is advisable to keep the duration under 6 minutes (REFERENCE?). This will most likely keep the learners engaged.

1.2 Make it entertaining

When designing the lay-out of your slides, keep in mind that your microlecture should be appealing to watch. Of course, the main focus of the microlecture is to transfer knowledge, but at the same time, you want to keep your audience engaged. You can do this in your pattern of speech, but also by making sure that something is going on in the slides often. Let's look at several ways to do this.

First of all, you can make use of animation. This is a function in many presentation-design-programs, such as PowerPoint, which allows for fun dynamic (dis)appearing of text or images.

Second, guide your viewers' attention. For example, when you want to address a concept in a definition, make this bold, italic or another colour to pop out of the slide.

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 view at the same time. For example, it is quite boring to read aloud sentences that are presented on the slides.

1.3 Make it your own

Please keep in mind that you need to feel comfortable with your microlecture. This will allow for easy recording and a better end result. Your microlecture should fit your style of teaching and your personality. The TELT employees allow you to make the final decisions on your video.

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

1.4 Checklist

Now that you have an idea of what your microlecture should look like, please make sure you can check every item in the following checklist:

- The learning outcomes of your microlecture are taken into account during the design process
- The target group of your microlecture is taken into account during the design process

- Presentation lasts no longer than 10 minutes
- Introductory speech lasts no longer than 10 seconds
- Introductory speech makes clear what this microlecture is about
- Slides contain no redundant information
- Slides are low on text intensity (max. 6 lines of text)
- Corresponding images and 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 contain little information presented at the same time
- Slides make use of animation
- Slides make use of attention guiding
 - Slides make use of animation
 - Slides make use of attention guiding (bold, italic wording etc.)
- A short summary of the microlecture is discussed near the end of the microlecture
- An outro text thanks the viewers for watching
- Screen size is 16:9 (widescreen)
- Letter size is at least 28 points
- Letter font is easily readable
- University of Twente logo is *present* at any time
- Page numbers are *absent* at any time
- Date stamps are *absent* at any time
- All copyrighted materials are credited for

Preparation for recording:

- A recording appointment is discussed with Job Duim (j.duim-1@utwente.nl)
- The presentation slides are on an USB stick to bring to the recording appointment
- The to-wear outfit is picked out and clean
 - o The to-wear outfit is a vest or jacket for easy microphone attachment
 - o The to-wear outfit contains no green colours
 - o The to-wear outfit contains no small details
- The presentation is practiced