**Checklist for set of PP slides to be used for facilitation**

Complete the checklist for the slides. Check **EACH** slide.

Write **NA** if Not Applicable. The most important column is the last one!

Submit as <initialname>\_Checklist\_PPP

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1. Checking the Educational value of slides** | | | |
| **Did I ensure the slides are** | **YES/**  **NO / NA** | **Side numbers** | **Evidence / Justification / Comment** |
| *Relevant* to cover LO/PC(s) and range statement(s) (alignment) |  |  |  |
| *Essential* (Learning required could not have been effectively conveyed without the use of the learning resource) |  |  |  |
| Suitable for all learners considering their   * Age * Vocational area * Level of education * Cultural background |  |  |  |
| Improving learners’ understanding / consolidating learning |  |  |  |
| Activity based (learners actively interact with the resource) |  |  |  |
| Motivating to learners / *attracting* attention / stimulating learning |  |  |  |
| *Holding* attention of learners |  |  |  |
| Using appropriate language (level, non-discriminatory, non-offensive) |  |  |  |
| Containing / presenting up-to-date, current information |  |  |  |
| Tailored to time available  5-6 slides per 10 minutes |  |  |  |
| Not violating copy right laws-resources cited. |  |  |  |

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| **Part 2. Checking the technical Quality of slides** | | | |
| **Did I** | **YES/**  **NO /NA** | **Side numbers** | **Evidence / Justification / Comment** |
| Use key word / phrases; no complete sentences |  |  |  |
| Use bullet points only if essential  If used: Use a filled bullet point so learners can see clearly |  |  |  |
| Build the bullet points, if used, using the animation effects |  |  |  |
| Place single topic / aspect on a single slide |  |  |  |
| Use less than 36 words (6 x 6 guideline: maximum 6 words per line and maximum 6 lines per slide).  Preferable less text. Consider text replaced by image(s) |  |  |  |
| Number your slides for ease of reference (footer) |  |  |  |
| Use as type style Sans Serif font or screen display font (Arial or Helvetica) |  |  |  |
| Do not use text with shadow effect |  |  |  |
| Avoid capital letters throughout |  |  |  |
| Avoid underline |  |  |  |
| Use **bold**, *italics* or highlight or colour for emphasis |  |  |  |
| Use large font size (24 – 48 point font) |  |  |  |
| Use three or less different fonts |  |  |  |
| Keep text as simple and limited as possible |  |  |  |
| Use a limited number of colours (three) consistently |  |  |  |
| Use consistent lay out (all headings / titles same size, colour, background, etc.). |  |  |  |
| Use a background, if appropriate, compatible with the topic |  |  |  |
| Ensure high contrast between *text* and background colour(s) |  |  |  |
| Use transitions consistently. Avoid too many variety |  |  |  |
| Use graphics with limited details that support the points on that slide, or can be used to replace text |  |  |  |
| Use *graphic* colours that have high contrast with the slide background |  |  |  |
| Avoid using clip art that is overused by everyone else  Consider using OWN photographs |  |  |  |
| Observe the copyright rules |  |  |  |
| Give recognition when using other’s materials |  |  |  |
| Ensure that sound effect are essential / contextual appropriate |  |  |  |
| If sound is used: Set sound level loud enough for learners to hear clearly |  |  |  |
| If video clip is used: ensure it is very relevant to   * objectives * cultural context * local environment |  |  |  |
| If video is used ensure it is of high quality w.r.t. images and sound |  |  |  |