PURDUE GLOBAL™ | Center for Teaching and Learning

Instructor Readiness Check

Use this self-assessment to evaluate your pre-seminar readiness.

(Note: You will download a copy of this document for your own use. From the top navigation of this Google Doc, open the file menu, select make a copy for your own Google Doc version or download to get a Microsof Word version).

	Readiness Check	
How prepared are you for video seminars? **Rate the areas below to learn more:**		**Rate on Scale 1 to 10 (10 = best)**
1	**PowerPoint / Presentation Slides Elements:**	
1.1	PowerPoint or presentation slides employ good text elements (not text heavy, no paragraphs, uses active verbs, key phrases, etc.); includes introductory and closing slides.	
1.2	PowerPoint or presentation slides employ good visual elements (1 image per slide, image is professional and directly related to content, cartoons and screen beans are avoided, template used is crisp and easy to read).	
2	**Visual Elements:**	
2.1	Instructors present a professional image with clothing (wearing University branded items, polo shirt, button shirt or other appropriate office wear in solid color).	
2.2	Instructor employs a professional background (backdrop, wall or other area) that is solid colored and non-distracting.	
2.3	Instructor interacts naturally with the camera (expressive delivery, maintains eye contact).	
2.4	Instructor utilizes optimal camera usage (centered, not too high or too low, good lighting, etc.).	
3	**Audio Elements:**	
3.1	Instructor is easy to hear, displays good volume and projects clearly.	
3.2	Instructors are easy to understand; diction is clear with a minimum of "filler" words ("um", "uh", etc.).	
3.3	Instructor delivers verbal messages with natural pacing and rhythm (avoids reading, stilted delivery, canned dialogue).	
3.4	Background noises are kept to a minimum or are completely absent.	
	Total =	