

**name: class: date:**

**CHECKLIST**

**for group leaders**

I’m going to use the following tool for editing the video: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **✓** |
| **technical things** | |
| The tutorial has got a **title. It is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .** |  |
| The **sound quality** of all the partsis OK. |  |
| The **image quality** of all the necessary pictures is OK. |  |
| My tool can deal with the **formats** of the provided material (mp3, png, jpeg, mp4, etc). |  |
| The **background noise** of the videos is not distracting. |  |
| My group members cannot be seen in the pictures / videos (**Datenschutz**). |  |
| All the experts respected the **copyright laws**. (nur selbst gemalte / geschriebene Bilder / Texte). |  |
| **the content** | |
| In the beginning, the **title** and the **names of all the group members** can be seen. |  |
| There is a **greeting at the start** of the video.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ says:  (name of person who talks) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quickly explains what the following video will be about. |  |
| part 1: formation: three sentences have been inserted into the programme (bejahter Satz, verneinter Satz, Frage) |  |
| part 1: formation: the formation is explained by your expert (Audiospur!) |  |
| part 2: explanation: the use of your tense is explained in a short video (situation: verb, figurines, item) and this video has been added into the programme. |  |
| part 3: signal words: the images of the signal words have been inserted into the programme. |  |
| part 3: signal words: the signal words are explained by your expert (Audiospur!) |  |
| part 4: illustration: the image has been inserted into your programme. |  |
| part 4: illustration: the illustration is explained by your expert (Audiospur!) |  |
| part 5: game: the video with the idea for a game has been added into the programme. |  |
| The **transitions** between all the parts have been taken care of (headline of next part appears and / or the next part is announced) |  |
| There is an **outro at the end** of the video.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ says:  (name of person who talks) |  |
| If needed, there is a **reference list** (Quellenangaben) at the end  or in the description of the video. |  |
| **explanations** | |
| The speakers explain **slowly or in a normal speaking tempo**. |  |
| The images appear long enough for the watchers to read. |  |
| The spelling of the written words and sentences is correct. |  |
| **spelling and words** | |
| There are **no spelling mistakes**. |  |
| The **sentences** are **built** correctly. |  |
| There are **suitable words** to explain everything. (correct vocabulary) |  |