

A checklist for evaluating the self-learning print materials

- *Structure and layout*

- i) Is the material visually attractive?
- ii) Does the material include the requisite features of self-learning such as self-directed, self-motivating, self-contained, self-explanatory, and self-evaluating?
- iii) Is there sufficient blank/white space to jot down teaching points or notes, answer self-assessment questions posed by the learning materials and do calculations and exercises?
- iv) Is it easy for learners to find their way backwards and forwards with the help of icons and signposts?

- *Access devices*

- i) Is the title clear?
- ii) Is the concept map/content structure appropriate?
- iii) Is the content easily accessible?
- iv) Are all the components of self-learning materials embedded in the text?

- *Objectives of statements of intended learning outcomes*

- i) Are the objectives stated in behavioural and measurable terms?
- ii) Is there clear indication of any pre-requisite knowledge or skills?
- iii) Do the objectives presented cover the cognitive, affective and psycho motor domains?

- *Introduction*

- i) Is each unit/section introduced in an interesting and stimulating way?
- ii) Are three essential components (thematic, structural and study guide) available at the beginning?

- *Diagrams, charts, tables, graphs and illustrations*

- i) Is each diagram/chart/table/graph self-explanatory?
- ii) Do the learners know what to do with each illustration?
- iii) 'A sketch can be more useful than 1000 words'. Is the material sufficiently illustrated with the help of pictures?

- *Content material*

- i) Is it readable, fluent, simple and unambiguous?
- ii) Is the content relevant and adequate?
- iii) Is it presented in personalized style using words such as 'I', 'you', 'we' etc.
- iv) Is the material broken up into manageable chunks?
- v) Is the material prepared for all types of learners (good/average/below average) and as per the needs of these learners?
- vi) Will the learners enjoy reading the text?

- *Summary or review*

- i) Are there clear and useful summaries or reviews?
- ii) Do the summaries or reviews provide useful ways for students to revise the material quickly and frequently?