

Design-Phase: Cue Sheet

1. Detail the topic outline here. Minimum 2 levels; maximum 3 levels.

Note: A topic here is defined as a subset within a complete Training Module/ Training Lesson.

	Main Heading	Second-level headings	Third-level headings (if required)
1.			
2.			
3.			

2. Identify the strategy that you will use based on the main content-type of the topic (you identified this in the Learning phase). *These strategies are for expository teaching/direct instruction.*

Based on Ruth Clark's Content Types

Content-Type	FACT	CONCEPT	PROCEDURE	PROCESS	PRINCIPLE
Explanation Strategy <i>Key Elements</i>	State the fact	Definition Description Examples Non-examples Analogies	Pre-requisites ↓ Procedure (Steps) ↓ Verification *Troubleshooting (if required)	Process Overview ↓ Entities Involved ↓ Stages/Events *Troubleshooting (if required)	Purpose of Rules/Guidelines ↓ Description of Rules/Guidelines ↓ Example of Practical Application *Typical Misconceptions/Myths (if these exist)
Practice or Application Strategies	CYUs that test recall	CYUs that ask the learner to identify examples and non-examples	Simulation Hands-on	Troubleshooting Question	Problem-Solution Question
Visual Strategies	Photos or representation of tangible objects	Photos or representation of tangible objects	Video or Captivate Demonstration Screen-grabs or images with text in callouts	Process Diagram or Animation Workflow Diagram or Animation	Graphic Illustrations/ Examples Animation (Science Principles) Dialogues/Conversation (Soft-skill principles)
Hand-outs	Tables with data Mnemonics	Tables with: <ul style="list-style-type: none"> • Characteristics • Examples • Non-examples 	Tables with: <ul style="list-style-type: none"> • Action/Step • Reason 	Tables with: <ul style="list-style-type: none"> • Stages/Entity • Input/Output 	Tables with: <ul style="list-style-type: none"> • Cause/Effect • Action/Reaction

3. Identify very complex sentences from the source material and write them down here.

4. Present the entire topic visually. For example:

- a. Hierarchy Chart ; Venn Diagram; Matrix (Relationships)
- b. Timeline (Events; Developments)
- c. Process Flow (Process)

Note: *This list is NOT exhaustive*