

Visual Description Checklist

☒ Before Writing

- ☐ I reviewed the **transcript or surrounding content**
- ☐ I understand **why the image is included**
- ☐ I identified **what information is essential**
- ☐ I ignored decorative or non-instructional details

☒ Core Writing Rules

- ☐ I started with a signal phrase for extended descriptions
(*"This slide shows..."*, *"This image presents..."*, *"This diagram illustrates..."*)
- ☐ I wrote in **clear, factual, neutral language**
- ☐ I went **from general to specific**
- ☐ I kept the description **as short as possible while still clear**

☒ What to Avoid

- ☐ No color references
- ☐ No visual location phrases ("left," "right," "above," "below," "next to")
- ☐ No opinions, emphasis, or interpretation
- ☐ No unnecessary detail not supported by the transcript

☒ Five Principles Check

- ☐ **Context:** Matches what the transcript emphasizes
- ☐ **Audience:** Uses the instructor's terminology
- ☐ **Concise:** No extra information
- ☐ **Objective:** Only describes what is shown
- ☐ **General → Specific:** Overall view first, then details

☒ Final Review

- ☐ Would this make sense **without seeing the image**?
- ☐ Does it clearly support the learning goal?
- ☐ Is anything included that could be removed?

If a detail does not support understanding, leave it out.