

PRESENTING ONLINE TOP TIPS

There are a few things to consider when presenting online. You might find it useful to play around with the technology beforehand, and do a practice run so that you are more aware of any potential issues. Here are some of our top tips, to help you make the most of this style of presentation:

BODY LANGUAGE AND APPEARANCE

- Hand gestures can be used to emphasise your points
- Posture—sit up straight or stand up if you prefer
- Tone of voice
- Eye contact—find a spot near your camera to look at to give the impression you are making eye contact
- Positive facial expressions
- Dress appropriately

YOUR SURROUNDINGS

- What else can they see around you?
- Find a quiet place where you can be on your own
- Let the people you live with know that you are doing an assessment
- Try and limit background noise—washing machines, TV, outside noise, family/friends
- Make sure you are well lit and that you can be seen

CONFIDENCE

- Memorise the key aspects of your presentation
 - Present it to your friends or family
 - Practice presenting it using the technology
 - Use your notes as a prompt/reminder
 - Don't rush – pause between key points
- Have a look at our section on Dealing with Nerves



THE TECHNOLOGY

- Check your audio and webcam before the session
- Practice with the technology
- Find a spot to look at near your camera
- Practice with the camera on so that you are used to seeing yourself on the screen
- Turn off notifications on your computer (Facebook, email etc)
- Keep a copy of the presentation/notes separately
- Make sure your phone/laptop is fully charged

WHAT TO DO WHEN IT GOES WRONG!

Don't panic if things go wrong!
Have a plan

- *Who will you contact if you can't get online?*
- *How will you contact them?*
- *Contact your tutor asap to explain your situation*
- *Give someone a copy of your presentation*

