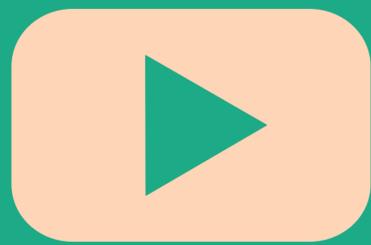


TIPS FOR VIRTUAL PRESENTATIONS



1. PLAN AHEAD

- A. OUTLINE YOUR SPEECH
- B. PRACTICE YOUR PRESENTATION AHEAD OF TIME
- C. PRACTICE WITH YOUR CHOSEN RECORDING PLATFORM BEFORE RECORDING THE REAL SPEECH

2. BE DRESSED APPROPRIATELY FOR THE TIER OF THE PRESENTATION

BUSINESS CASUAL IS POPULAR, BUT BUSINESS PROFESSIONAL MIGHT BE REQUIRED! WHEN IN DOUBT, IT IS BEST TO ASK. YOU DON'T WANT TO BE SELF-CONSCIOUS IF YOU ARE OVER OR UNDER DRESSED

3. RECORD THE SPEECH WITH YOUR BODY INCLUDED, DON'T BE TOO CLOSE TO THE CAMERA

4. HAVE PRESENTATION MATERIALS PREPARED AHEAD OF THE RECORDING TO SAVE TIME & MAKE SURE YOU KNOW HOW TO USE THEM.

5. WHEN SPEAKING PAY ATTENTION TO WHERE YOUR EYES FOCUS

- A. LOOKING AT THE CAMERA LOOKS LIKE EYE CONTACT WITH THE AUDIENCE AND IS IMPORTANT!

6. IF YOU DON'T KNOW WHERE TO START, MAKE AN APPOINTMENT WITH THE COMMUNICATION CENTER!

7. IF YOU HAVE QUESTIONS ABOUT PRESENTATION OR SPEECH SPECIFICS ASK YOUR TEACHER FOR CLARIFICATION!

[HTTPS://WWW.JMU.EDU/COMMCENTER/](https://www.jmu.edu/commcenter/)