Tips for Online Video Presentations

Watch this video on how to record yourself:

*How to Look Good in Skype Interviews - Tips & Training*
(The title suggests it is for online interviews, but the same guidelines apply to online video presentations).
Duration: (4:13)

Read the following tips for presenting online (provided by Professor Karen Baynham):

**DO:**

1. Stand and deliver.
2. Eye contact should be maintained on camera by looking directly at the lens; remember your web audience is looking back at you.
3. Watch out for "ums", "uhs" and "ahs" - these are called vocal fillers and should be eliminated from speeches and presentations. After you record your speech, watch it to see how many times you use vocal filler. If there are more than two, do another take! That's the beauty of the online video; you can re-do it until it's right!
4. Use hand gestures naturally to help convey and express your ideas.
5. Position camera far enough away so nonverbal communication channels can be viewed (which help convey verbal message), but not too far away.
6. Have strong audio.
7. Have a strong speaking voice, using vocal variance, energy, enthusiasm, and personality (but not over the top). This is an extemporaneous delivery.
8. Find a pleasing speaking environment with no distractions. Review your surroundings and avoid showing an unmade bed or dirty dishes in the room, or even ceiling fans and bright light bulbs, or tangled wires, general clutter.
9. Rehearse your material to deliver it extemporaneously.
10. Make sure your video uploaded correctly. If not, delete and try again.
11. When viewing your speech, if you see any of the above no-nos, do another take!
DON'T:

1. Don't sit.
2. Don't stand under ceiling fans, or have ceiling fans in your video, for that matter.
3. Don't speak in an environment where noise interferes with the message. If your smoke detector is beeping, change the batteries (it could save your life, in addition to preventing noise distraction!). If the dog starts barking, do another take.
4. Don't mumble or talk too fast.
5. Don't forget to stand far enough away from the camera to allow your audience to see natural hand gestures and a strong presentation stance.
6. Don't read from notes. Don't read from a script off-screen. Trust yourself! You can do this with practice!
7. Don't sway side to side or at the waist. Plant your feet shoulder width apart for a good stance, or you can move around purposefully and deliberately. Just not in a nervous or distracted way.
8. Don't have terrible audio quality. Think: Do you want to watch a speaker you can't hear due to a poor microphone, environment, or poor vocal quality (volume, rate, pitch, tone, pronunciation, articulation, dialect)?
9. Don't speak longer than the time you've been asked to speak. Ever. It's disrespectful to audience.
10. Don't show slippers or bare feet or socks! Either wear shoes or don't show the feet.