# Top Tips for Preparing an Online Presentation:
## Advice and Guidance for Students.

Developing your oral presentation skills is useful for your studies and for your professional life beyond university. Communication skills are highly sought-after by employers and postgraduate recruiters, so honing your presentation skills is a great way to enhance your employability. Although there are similarities with an on-campus, face-to-face presentation, it is also important that you consider how online presentations may differ.

## Planning, Preparation & Practice.

Familiarise yourself with the technology through practising online and remember to:

- Think about the pace, tone, and range of your voice.
- Talk to the camera to help connect with your audience.
- Convey enthusiasm and energy!
- Avoid reading from a script.

## Slides and Visuals.

- Think about visually reinforcing key points.
- Don't overuse animations.
- Ensure adequate contrast between the background and text.
- Check graphs and tables are legible.

Fancy Graph
Y AXIS
X AXIS

Fancy Graph with Tiny Text
Y AXIS
X Axis

## Handling Audience Questions.

Ensure your presentation structure remains intact by considering:

- Will you ask questions during the presentation?
- Can the audience ask questions using the 'chat' facility or 'raised-hand' function?
- Who will manage the audience questions?
- Will there be time at the end for questions?

## Presentation Assessment Criteria.

Points to consider:

- Will it be a formative or summative course assessment?
- What is the purpose of your presentation?
- Is there a time-limit?
- Is there a specific structure you must follow?
- Are there a certain number of slides requested?

## Camera and Lighting.

- Think about your own visibility.
- Try to present with a plain/non-distracting background.
- Think about your posture, body language and facial expressions.
- Make eye contact and use appropriate gestures to connect with the audience.

## Presentation Software.

Useful software for preparing online or recorded presentations.

- Panopto video software.
- Microsoft PowerPoint.