

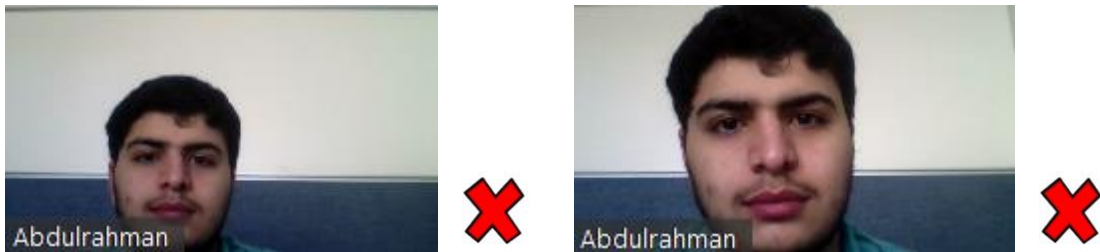
Student Tips for Online Presentations Using Zoom

Setup

- Make sure you are sitting square with the camera. Feet flat on the floor.



- Other users should be able to see your head and shoulders and enough of the upper body so you can use hand gestures.
- Be sure that you are sitting high enough so that your name does not obstruct your face. Either adjust the height of your chair or add some books under your laptop so we can see your full face.



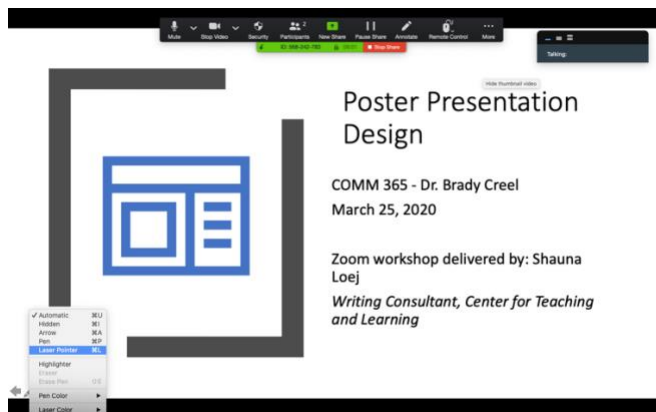
- Don't sit too close to the camera!
- Make sure your setup includes sufficient lighting. Top tip: Sit in front of a window (not in the direct sun!) but don't sit with a window behind you as this will make you appear too dark.
- Try to keep your setup free from distractions and as professional as possible.
- If you use a virtual background, test it first as sometimes unstable Internet connections cause images to pixelate or you to appear as an outline against the background.
- Choosing a virtual background? Go for a Texas A&M at Qatar Zoom background image. Click [here](#) to download virtual backdrops.
- Do a test run in Zoom. Set up correctly before you start your audio/video.

Before the meeting

- Check with your professor to see if there are requirements for the style of dress for your presentation.
- Remember to test your presentation with a friend to make sure everything works. If you are using a video in your presentation, you need to enable the audio for your video in Zoom and adjust the sound on your device. Test it before you go live!
- Login before the meeting and again, test all the technology and the set up.

Your presentation

- Remember when giving an online presentation you still want to practice, practice, practice to know your content and give your best delivery. A good way to avoid reading slide for slide is to practice and use animation to bring one bullet point in at a time, otherwise your audience will read the whole slide and not listen to you.
- Use the laser pointer in PowerPoint to guide your audience to what you want to show them on the slide but avoid using it to circle parts of the slide.



- If you want to use the presenter's view on PowerPoint, you'll need a second monitor for this as you need to share the main slide show on Zoom.
- Avoid showing your audience your desktop. Preload your presentation file, then click share screen and select the appropriate window.

Body language

- Whether you have your video on or off, body language still comes through in the way you speak and therefore can affect the message that you want to communicate.
- When using hand gestures with your video on, move your hands a little higher than you usually would when standing up.



- Don't block your face with your hands!

- Eye contact is important online, and the best way is to look directly in your camera. Doing so will actually get the attention of the audience more than looking down or around, reading your notes, or looking at your phone. If you do need to read notes, look up now and then to keep your connection with the audience.
- Be aware when you point at things on your screen, your audience can't see what you are looking at. Use the laser pointer.

Your voice

- Your voice is key to getting your message across. Whether you are using audio only or video, remember that the tone of your voice affects your communication. A monotone voice might sound like you are bored, whereas adding variety to your voice will sound more interesting. Even if you have to read, you can still add emphasis on words and phrases; raise or lower your voice; or add a dramatic pause.
- Remember to pace yourself as you would in a face-to-face setting, and don't race to the end when you are speaking. Online users may have varying quality audio so be mindful to slow down your pace and enunciate your words.
- Guide your participants along by telling them what you will be talking about, especially during a presentation. Introduce yourself before you speak, and if it is a group presentation, everyone should be introduced at the beginning of the presentation and again whenever it is their turn to speak.

Ending your presentation

- There are good ways to end your presentation and hand back control to the next presenter or your professor. "Uhm, so that's it" is not a great way to end. Instead, be self-assured and say, "Thank you, and now I will hand it over to _____" (your professor or the next presenter) is better.
- If you are taking questions, then end with "Thank you and now, are there any questions?" Mention to your audience that they can unmute their mic or send questions through the chat. Don't forget to read the question from the chat out loud before answering it.

Recording your session

You can ask the meeting host/your professor to record your session if it will be useful for your studies. Permission will be asked of all attendees, and if someone doesn't agree to the recording, the professor won't be able to record your presentation.

Practicing your presentation

Remember to practice, practice and practice! You can [book an appointment](#) with one of the CTL's writing and multi-media consultants to rehearse your presentation, trouble-shoot any technological glitches and/or get feedback to enhance your slide deck and delivery.

Good luck, Aggies! And don't forget to breathe 😊