



SPEAKING ONLINE CHECKLIST

Not ready for your next speech? Start with a plan. The more you prepare for your presentation, the more successful you'll likely be. Follow these "do's" to get started.

DO'S

- PREPARE**
People often underestimate how much preparation goes into a presentation: selecting a topic; research; writing a full-sentence outline; adapting outline to a speaking outline, etc..
- CHECKOUT EQUIPMENT OR SOFTWARE**
Test the camera, sound, any software used
- EXPECTATIONS**
Do expect that your content will be open to scrutiny.
- PLAN B (WHEN TECHNOLOGY FAILS)**
Back up your presentation; avoid hyperlinked media; test equipment ahead of time; select reliable Internet connection.
- GET A GOODNIGHT'S REST**
While it might be tempting to stay up late to prepare your presentation, getting 7 to 8 hours of sleep will help your focus and ability to recall information, and improve your mood.
- PRACTICE, PRACTICE, PRACTICE**
Even the best speakers need to practice presenting their material. Try to also practice in front of others so that you can receive feedback. No audience? Record your presentation on your phone or computer.
- AMORPHOUS AUDIENCE**
Craft a message that you want your audience to connect with and remember that in online presenting, it requires more animated speaking & vocal variety
- LIGHTING**
Do have three sources of light when possible: key light, back light, and fill light.
- PLAN OUTFIT**
What are the dress expectations? Is it a formal event? Is it more casual? Coordinate colors that show up well online.
- EAT A GOOD MEAL BEFORE PRESENTATION**
Fill your plate with fruits, veggies, whole grains, complex carbs, and lean meats (or legumes) to stabilize your blood pressure and to feel fuller longer.