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.

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.

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?

Presentation Software.
Useful software for preparing online or recorded presentations.
- Panopto video software.
- Microsoft PowerPoint.