



VIRTUAL PUBLIC SPEAKING TIPS

THE TRANSITION TO WORKING FROM HOME AND ONLINE MEETINGS
MAKES GOOD VIRTUAL PUBLIC SPEAKING SKILLS MORE IMPORTANT
THAN EVER

LIVE (Synchronous)

+

Real-time ability to respond to
audience questions/control message
More emphasis on speaker

-

Connectivity issues can
be a problem
Scheduling can be tricky

RECORDED (Asynchronous)

+

More opportunity to practice &
perfect message & delivery
Connectivity not an issue

-

Can become robotic without
audience
Focus on speaker can be lost



Online Public Speaking Best Practices

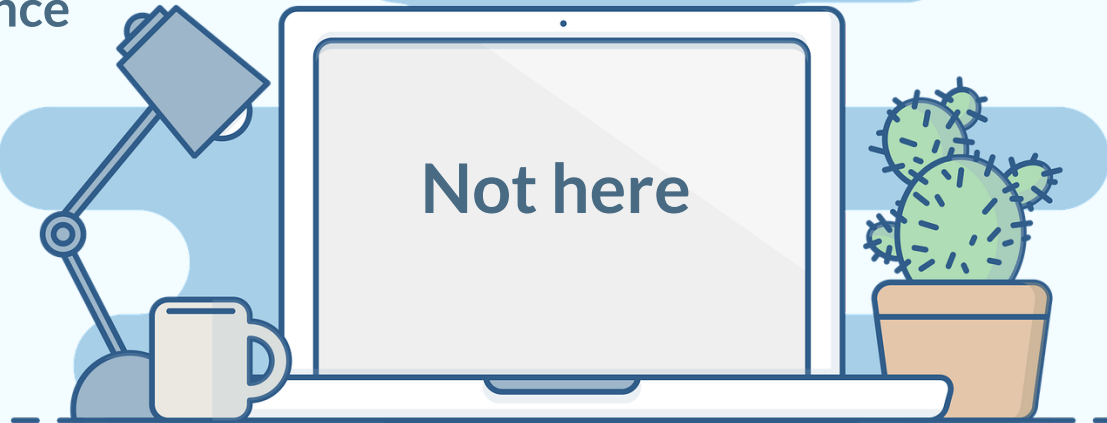
Looking directly into your webcam creates the illusion of eye contact with your audience



NOT SPEAKING? MUTE YOUR MIC

Typing, papers rustling and coffee cups clinking get amplified and are distracting for the speaker

Look here



Background should be clean and not distracting

Before you screenshare...

Will your audience see your desktop or personal files? Can you hide visuals when you want them to focus on you? How long will they need to read and process?



Sit solidly



Your choice of seat can impact your delivery. Choose a chair that does not encourage you to roll or twist nervously, or to rock back and forth. Your whole head & shoulders should be visible. Keep gestures within shoulder width

FEELING ANXIOUS?

YOU'RE NOT ALONE!

Speech anxiety is very common! The biggest thing you can do to ease your anxiety is PRACTICE



PRACTICE

Get as close as possible to the real thing. Think about using the same room, technology, and visual aids, and getting familiar with your content.

ON THE DAY OF...

- Avoid caffeine, which can cause jitters
- Drink water or chew gum beforehand to avoid dry mouth
- Hype yourself up! No negative self-talk or saying how bad it's going to go
- Practice deep breathing exercises
- Do some vocal exercises to avoid cracking
- Consider visually blocking the audience if you're tempted to look at them and not the camera

