



Tips for

Online Presentations

CONTENT

- Keep** your slides simple and easy-to-read
- Aim** for 3 to 4 bullet points per slide reviewing the main concepts
- Make** your presentation clear and concise. Too many slides in a presentation might be overwhelming
- Manage** cognitive load of the audience by not using too many visual examples or pictures. The visuals should be related to material
- Check** your technology to make sure they work beforehand. Practice screen share, slide transitions, and accessibility of your notes
- Review** your rubric and make sure your content sticks to the topic

SPEAKING

- Watch** out for filler words, i.e. "um" or "like." It's okay to pause and breathe
- Check** for understanding. Take some time after each section to ask for questions or clarifications
- Engage** the audience by adding interactive elements like polls or whiteboard feature. Encourage participants to use chatrooms or to unmute to ask questions
- Check** camera positioning, lighting, background imagery, and body positioning. Make sure that your face is clearly visible and there are not environmental distractions
- Look** at video camera when possible and avoid looking at a different screen/dual monitor when giving the presentation
- Write** or **type** your notes in a separate location, if necessary, so that you know your place in the presentation

For *in-person* presentation tips, [click here!](#)