

**Delivering a speech can cause anxiety under any circumstances. Cameras, or video recording, add another stress element! Our virtual class sessions will be incorporating both. Therefore, I thought it would be wise to add a few tips, suggestions, and rules to help you prepare in advance for your speeches you will deliver in this course.**

- 1. You should adjust the camera on your computer so that you have the least amount of distractions behind you as possible. For example, a blank wall, adding a background that supports your topic, etc.**
- 2. Check the lighting so that your viewers do not see glare, or see you surrounded by a “halo” effect. We need to see your face when you are speaking.**
- 3. Practice where you will sit or stand so that we see you from the waist or shoulders up. Do not lounge, lean on a desk or table, or lay in your bed.**
- 4. Dress accordingly. A nice shirt, blouse, or plain tee will suffice. Avoid clothing with wording or logos unless they are reflective of your topic.**
- 5. Make sure you are groomed accordingly. Neat hair, beards, jewelry. Just because we are at home, does not mean you should forget about looking professional for your speeches.**
- 6. Finally, make sure you have adjusted your notes so that you can lay them down on a surface in front of you. Do not hold them, as this will limit your hand gestures in your speech.**
- 7. You can drop in to the SSC Communications Lab virtual tutoring hours to ask questions or get tips, or make a private tutoring session appointment to practice your speech.**

### **Delivery Day**

- 1. Turn your ZOOM screen on gallery view so you can see your audience. This will help you to make eye contact similar to what you would do in a classroom space.**
- 2. Make eye contact with the camera as if you are looking into the eyes of the audience. Sometimes Zoom lacks immediacy, but make that connection with the camera a personal one.**
- 3. Do not read your speech from the screen or your notes. Practice in advance so that you can look up and at your virtual audience.**
- 4. Remember to use hand gestures. We gesture in everyday conversations, so gesturing makes you appear confident and approachable, even on screen.**