

## Online presentations

Presenting is a common assessment task in most courses. However, during COVID 19 it is likely that the format will change from a face-to-face presentation to one online. The information below will guide you through the steps of planning, structuring, and delivering a professional oral presentation online.

### Type of online presentation

Depending on the type of assessment, you may be required to record your presentation and submit using [Panopto](#), or you may be asked to do a live presentation, using [Blackboard Collaborate](#) or a platform such as [Zoom](#). It's important that you check the assessment information on the Blackboard Unit site before starting.

[Contact VEEPs](#) (virtual peer support for online learning) for real time technical support.

### Preparing and structuring your online presentation

With any type of presentation (face-to-face, online or recorded) it is important to plan and practice before you present. [An oral presentation tip sheet](#) is available from Study Essentials, on the ECU Library website. This provides guidelines on the structure, delivery, purpose and audience considerations of a presentation.

For further support, attend our Online Presentations workshop. Find the schedule [here](#), or make an appointment with a [Learning Adviser](#) to talk through your presentation.

### Online presentations and nonverbal elements

With video/online presentations the audience is relying solely on voice or what they can see on the screen. This means paying as much attention to HOW you say something as to WHAT you say.

#### Voice

Script your presentation beforehand so that you are confident with what you want to say. Rehearse out loud and play it back before doing your final recording. Focus on pace, volume and tone of your voice. Pausing before key ideas can emphasise the main points of your presentation and keep the audience engaged.

## Visuals

Slides with too much text can be confusing for the audience and detract from your presentation. Aim for 4- 6 bullet points per slide. Keep to key words, not sentences and don't let the slides be a substitute for speaking. Choose a consistent design for all slides, e.g. fonts, colours, layout. Think about the best way to present your information: this might be with graphics, visuals or diagrams. Use high quality and relevant images. Avoid overly complex graphs/diagrams and preview the colours to ensure they project clearly. Explore [ECU LinkedIn Learning Resources](#) for tutorials and tips on creating effective slides.

## Font size and colour

- Sans serif fonts (e.g. Calibri or Arial) are easier to read at a distance
- Font size of at least 24 point for bullet points
- Bold font (34 point) for headings only and italics for emphasis only.
- Sentence case for your bullet points (i.e. capitalise the first word only)
- Font colour that contrasts with the background colour is easier to read. Avoid red and green contrasts as people who are colour blind have difficulty distinguishing between them.

## Tips for making a successful recording

- Choose a suitable location with good natural light (side light from a window, lamps to supplement natural light)
- Check your device to make sure it is fully charged and ready to record
- Check that you are framed centrally in the shot
- If using a mobile phone or tablet, stabilise your device – use a mini tripod, bag of rice
- Test the distance from the device microphone so the sound levels are sufficient
- Edit if required – this can be done through Panopto, or look for free video editing software
- Focus your eyes on the camera, not the content on the screen – practise looking steadily at the small circle that is the camera lens
- Dress for the camera - wear neutral colours (avoid stripes and distracting patterns)

## Recording and submitting your presentation via Panopto

You can choose whether you record your presentation using Panopto or another device such as your mobile phone. Once you've made the recording and you are happy with your presentation, you will need to submit it using [Panopto](#).