



10 Tips for Skillful Audio and Video Presentations

1. Script! Write a general script for your presentation, highlighting the key points.
2. Practice! Run through your presentation and time yourself. Review the prompts to ensure your presentation covers all components.
3. Confidence. Now that you practiced what you want to say, avoid reading your script verbatim; use the script as a reminder of key points.
4. Stay stylish! Your attire should be appropriate for the occasion, akin to your choice for an in-office meeting. Avoid presenting while wearing lounge or workout attire.
5. Can we hear you?: Ensure that background noise does not interfere with your audience's ability to hear you clearly.
6. Camera Ready! Set your camera at eye level or slightly higher and frame your face in the center of the screen to give the appearance you are speaking directly to your audience.
7. You are the Expert! You did the research and the hard work, feel confident in the words you use to reflect your comprehension of the subject matter.
8. Be resourceful. If you are having trouble accessing Kaltura, utilize other means, such as recording apps on your phone or programs on your computer.
9. Offer Illustrations! Include professional insights and provide examples to support or reinforce your points.
10. Enjoy yourself! Remember to relax, be yourself, let your personality come through, and enjoy presenting this vital information.