

# Online Presenting Checklist\*

## 1 | Plan

- ❑ Prepare a speaking outline with an engaging attention getter, thesis statement, and preview of main points
- ❑ Prepare superior visual aids to keep your audience engaged

## 2 | Practice

- ❑ Review and practice with the equipment (webcam and microphone) and the online conferencing requirement (Zoom, BigBlueButton, TEAMS)
- ❑ Review your outline and practice with a Learning Center Tutor!  
<https://learningcenter.honover.edu/>

## 3 | Delivery

- ❑ Focus on vocal variety—alternate volume, pitch, rate, and pauses
- ❑ Seat yourself in an upright, direct position facing your computer, with the microphone no more than 8 inches from your mouth