



How to Make a Virtual Speech Tips & Tricks

Thank you for contributing your presentation to Harper College. Below are some tips & tricks on how to shoot your speech from the comfort of your home.

LIGHTING

- The best light source in a home is usually a window
- Place yourself looking directly toward the window, using its ambient light
- Try to avoid the sun directly hitting your face or squinting
- Light appearing from the side or behind won't look as good

LOCATION

- Find a clean and attractive area for your background
- Something dignified & attractive is ideal
- Avoid anything too busy or too empty
- Avoid distracting things like clocks, posters with writing, etc.

FRAMING

- Decide whether to sit or stand
- Position the camera at eye level
 - ~ You can use a tripod, ladder, tall dresser, boxes, books, etc
- Turn your camera so it shoots horizontally
- Camera should be a little more than an arm's length away
- Keep yourself in the center of the frame
- Try not to leave too space above your head (a little space is ok!)

AUDIO

- The environment should be as silent as possible
- Turn off music or television
- Stop the heating or cooling unit
- Have children, family, or pets as far away as possible while recording
- Stay close to the camera - a little more than an arm's length away
 - ~ If you're too far away, it'll sound echoey

SPEECH

- Write your speech well ahead of time
- Practice your speech so you're comfortable with it
- Rewrite until you are happy with its content and style
- Feel free to print your speech or bullet points to reference it

PRESENTATION

- Consider wearing clothing that presents you professionally
- Straighten your posture
- Speak directly into the camera lens (not your own image)
- Ideally you don't just read your speech, as you'll make less eye contact
- If you printed your speech or notes, hold it or tape it just below the camera
- Speak loudly and confidently
- If you make a mistake, simply back up a little bit and start again
- We can try remove mistakes, but obviously fewer edits is better
- Communicate as if you are sharing your thoughts with real people
- Speak from the heart & let your passion shine through!

FINALLY...

- Don't forget to smile and have fun with it!

Good luck! We look forward to seeing your presentation!