



# Presentation Tips

As part of your online course, you may want to give a presentation. This could be a video recording of you or audio that you record and embed in PowerPoint slides. Presentation skills are useful not only in school but also in your professional career. Use the tips below to give a great presentation.

## 1. Create Visuals

Many recorded presentations will also require visuals, such as a PowerPoint presentation. Be sure to avoid using text-heavy visuals and use a design that is visually appealing and easy to read.

## 2. Create a Script

Write talking points for each slide. If nervous, consider writing a script for your presentation. If using a script, just be sure to read it naturally, so it doesn't sound robotic or monotonous.

## 3. Practice

Viewers can tell when presenters have practiced and when they have not. Take the time to go over what you plan to say out loud over and over. This will help you memorize key points, figure out the smoothest way to say things, and to just become more comfortable with your presentation overall.

## 4. Find & Setup Your Microphone

Most laptops have a built-in microphone that you can use to record sound. If your computer does not have a microphone built in, you may have to purchase a microphone you can plug into your computer, or use the sound recording program on your smartphone instead (e.g., Voice Memos).

## 5. Locate a Sound Recording Program

Most computers have a sound recording system already installed (e.g. Sound Recorder or Voice Recorder). Locate how you will record sound on your computer and figure out how to use the program. If recording sound to PowerPoint slides, familiarize yourself with how to [Add Audio to Your PowerPoint Presentation](#).

## 6. Find a Good Recording Location

Find a room that is quiet and does not have a lot of background noise. Smaller rooms capture sound better than larger ones.

## 7. Record Audio

While you don't want to speak too quickly, you also don't want to speak too slowly. Find a pace that all words are clear and easy to follow. Consider recording multiple versions of your presentation so you can choose the one that is easiest to hear and understand.

## 8. Review your Recording

After recording your presentation, take the time to review it. Be sure the audio is clear and easy to understand, there are no extra pauses or background noise, and the audio and visuals line up properly.