



ZOVIOSM

Video Presentation Tip Sheet

When filming a video presentation, there are many ways to make your video look professional. Whether your video is for a lecture, an e-portfolio, or a class presentation, it is important that your video presentation demonstrate professionalism and represent you in a positive way.

3 Video Essentials

1 | PROFESSIONAL APPEARANCE

Professional appearance is an immediate way to establish credibility within your video. Utilize these tips to ensure professional appearance.

Wear professional attire

No pajamas, hats, bold graphics on shirts, etc.

Ensure proper grooming

Clean shaven, tidy hair, etc.

Use a background free of clutter

Create a background that looks professional

Remove anything distracting from the shot

Ensure appropriate posture throughout the duration of the speech

Stand if possible while presenting

2 | TECHNICAL COMPONENTS

You don't need a fancy camera to produce a decent quality video. Implement these tips to impact the overall quality of your video.

Ensure audio levels are appropriate

Pay attention to lighting

Avoid light behind you

Proper use of the camera

Have the camera at eye level

Look at the camera while talking

Eliminate background noise

Turn off your TV, A/C, etc.

3 | PRACTICE & DELIVERY

Practice makes perfect! Utilize these tips to ensure the final recorded version sounds and looks as professional as possible.

Outline script/talking points

Practice in the mirror or record practice sessions

Ensure tone and speed of speech are appropriate

Remove unnecessary filler words (e.g., like, um, etc) wherever possible

Be aware of nonverbal communication patterns (e.g., posture, hand gestures, balance /stance, eye contact, etc.)

Confidence matters