Virtual Speaking

You can be engaging, confident and dynamic even in virtual spaces.
Here's how.

Positioning Yourself

- When on camera, your head and the top half of your torso should be visible.
- Leave a small gap between the top of your head and the top of the video frame (don't be too distant or too close).
- Don't sit so far back that your confident eye contact and authentic expressions are lost.

Eye Contact

- If people don't turn on their cameras, make consistent eye contact to the camera.
- If people turn their camera's on, talk to one person at a time for 3-4 seconds each.
- Unhurried virtual eye contact will make you look more prepared and conversational.
- Avoid thinking spots that wonder off camera or away from your screen.
- Be sure to place people under your camera at the top of your screen. Your eye contact will look more direct and confident.
- Make sure your camera is eye-level (no one wants to see your nose hairs!).

Backgrounds

- If using a virtual background, keep it simple and professional.
- If using your office space, keep it organized and clean.

Lighting

- The key to looking professional is having bright, even light.
- Avoid a bright window behind you. It creates contrast issues on camera.
- Add a light source to avoid dark shadows.

Gestures

- Scale them higher so they are visible on screen.Use up the open space to your left and right!
- Make sure they are slow and casual.
- Rest them off camera between gestures.
- Aim for balance. Gesture half the time. Rest them half the time.