

Tips for Effective Delivery in Online Speeches

If you are delivering presentations in a remote environment, here are some tips for delivering an effective speech!

Prior to the speech:

- Pick a topic that is interesting and engaging to you – it will be easier to deliver a speech on a topic that you are invested in.

- Treat speech preparation as you would in a face-to-face, synchronous class.
 - Practice with note cards or outlines, instead of speech manuscripts.
 - While you may want to use detailed notes, there is a noticeable difference when speakers read a manuscript instead of use limited or few notes.
 - Keyword outlines or notecards will help you deliver an extemporaneous speech.
 - Practice with presentational aids.
 - Time practice speeches

- Use class software as part of the preparation process.
 - If time and the instructor permits, do a practice recording or two of your full speech.
 - Be familiar with tools and software required for the assignment.
 - These materials are tricky for instructors too – make sure you understand how to use them.
 - Know how to share your screen and use presentational tools for your speech.

On speech day:

- Be sure to look at the camera regularly, not the screen.
 - If presenting live synchronously, look at the camera during the presentation, not your classmates.

- If using a phone or smaller electronic device, prop up device to stabilize it for recording.

- Vocal delivery tips:



- Make sure that your volume is appropriate for the microphone and software used.
- Be sure to use appropriate rate of delivery to ensure good recording of your speech.

- Physical delivery tips
 - Avoid using broad gestures or moving away from the camera during your presentation.
 - If you are sitting, make sure that you limit extra movements in your seat.

- **Reducing distractions while speaking or recording**
 - If recording in your living space, be sure to minimize distractions from others you live with.
 - If possible, find a quiet space or room to deliver the presentation.
 - Be sure to close tabs on your computer and silence devices that might make noise during your presentation.
 - Test and make sure that you have the best WIFI possible.
 - If possible, turn off other devices that might be using bandwidth.
 - If you do not have good or reliable WIFI.
 - If you are on or near campus at UWL, use Internet resources, study rooms, or empty classrooms to record your presentation.
 - If you are away from UWL, local public libraries often have free access to WIFI or even spaces to deliver your presentation.

See [UWL COVID-19 Internet resources](#) for more information on internet access.

This handout was developed by [Public Speaking Center](#) Peer Tutors in February 2021