

FINAL CHECKLIST BEFORE YOU SUBMIT YOUR SPEECH VIDEO:

- **Make sure you are standing when you give the speech.** We are trying to create a professional speaking situation as best we can and so you don't want to be sitting on your couch or relaxing in your bed (I even had someone give their speech from a bean bag!). **If there are disability issues that we need to accommodate, please reach out so we can discuss strategies.*
- **Make sure we can see enough of you.** We need to be able to assess your gestures and body language and so I need to be able to see you from the waist up (at a minimum). You don't want to be blocked or cut off.
- **Make sure we can see you clearly.** Lighting can be tricky so you want to make sure you have good lighting so we can see both you and your visuals.
- **Make sure we can hear you.** When you are standing away from the camera, it can be more difficult to capture sound and you may need to project your volume a bit more so that you sound loud and confident in the video.
- **Make sure we can see your visual aids clearly.** They are a graded part of your speech so we need to be able to see them and assess them.
- **Do a test run before you start** to check out camera angle, lighting, body position, volume, and visual aids.
- **Do a few practice rounds.** Practice the speech multiple times until you are comfortable with the material and can maintain good eye contact and flow. Do a few practice rounds on video. Time yourself, practice your delivery, practice how you are going to work your visual aids.
- **Make sure the speech you submit is one continuous recording.** The benefit of the online class is you can record your speech as many times as possible (you can do multiple takes). But, you can't edit/splice all those takes together to make the perfect speech.
- **Test the link you post to the discussion board.** Log out and log back in and check the link to make sure the video plays.
- **Don't be too hard on yourself.** Public Speaking is hard...public speaking online presents even more challenges. Dealing with technology can be frustrating. Watching yourself on video can be rough. But, just remember, we are all in the same boat.
- **And when you have finished, give yourself a round of applause** because that's what we would be doing in the classroom! You got this...and we are cheering you on!!!

