



Academic excellence for
business and the professions

How to give a presentation using Zoom

Thursday 18th February 2021

1. Today's workshop

- Lot of different elements, so to make it as useful as possible:
 - Normal presentations
 - Online presentations
 - Zoom presentations

2. Normal presentations – how not to do it

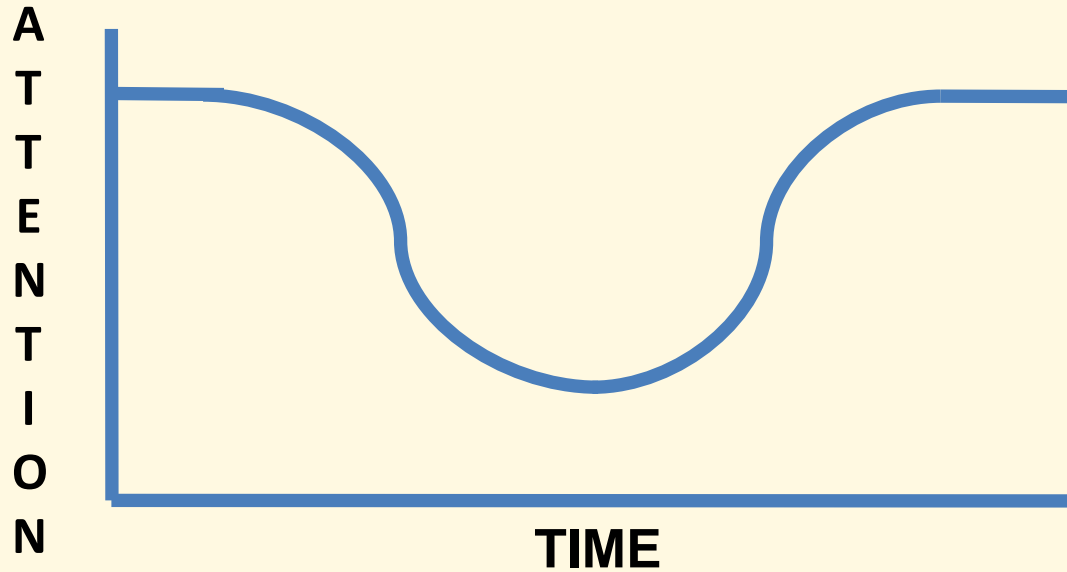
■ Watch and/or listen to the video:

■ [https://www.youtube.com/watch?v=TtraR3gezQw&ab_channel=R
uleTheRoom](https://www.youtube.com/watch?v=TtraR3gezQw&ab_channel=RuleTheRoom)

■ Where could the presenter improve? Think about:

- ☐ Presentation structure
- ☐ Use of visual aids (slides)
- ☐ Interaction with the audience
- ☐ Presenting style (speech, movement)
- ☐ Preparation

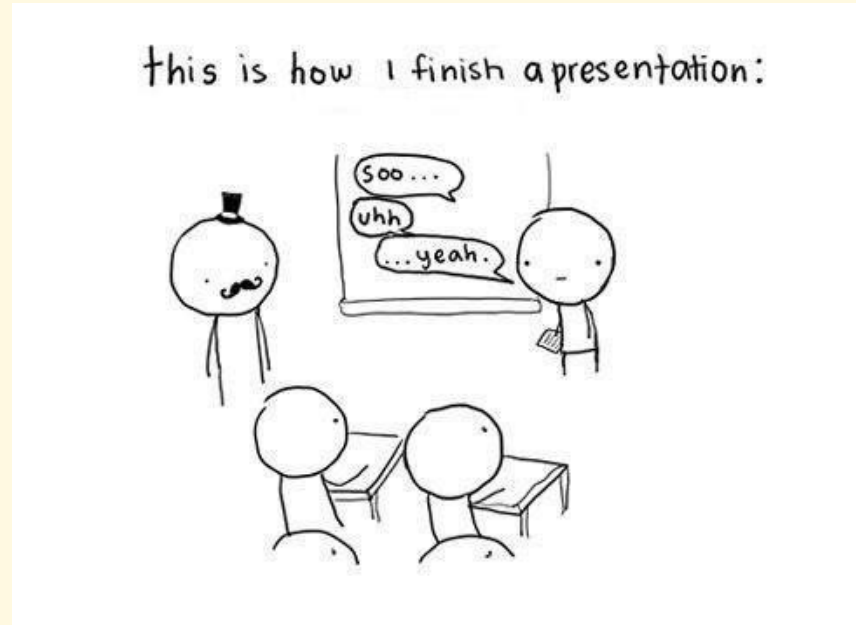
2. Normal presentations - structure



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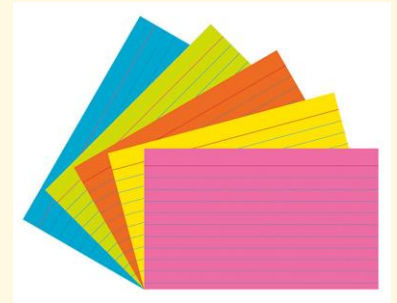
- Introduction – say what you're going to say
- Main body – say it
- Conclusion – say it again
- During the main body, when you move to a new section, remind the viewers what you've been talking about, and tell them what you're going to talk about next
- 'Now we've looked at *x*, let's examine *y*'
 - Orients people in the presentation, and keeps them alert

2. Normal presentations - structure



2. Normal presentations – planning & preparation

- Bullet-point what you're going to say, put on index cards
- Work out timings before hand
- 'Run the video' – rehearse and pretend you're presenting to an audience
 - Helps with timings
 - Identifies which bits you're uncertain about



2. Normal presentations – planning & preparation

- Keep simple & light on text but visual elements help
- Don't just read the slides out aloud – expand, give examples
- Need to interact with the audience
- Don't talk to the screen, turn & look at the audience
- Move around if possible, involve visuals by pointing at sections you're discussing
- How can you transfer these general principles to online presentations?



3. Online presentations - disadvantages

- Can't walk around a stage, but move around when you're on the webcam, use gestures
- Can't gesture at slides, but when sharing screen, use cursor & highlighting
- Presenting area (screen vs. stage) is your responsibility
 - Use background if that's better
 - Blur the background if there will be movement in background
 - Remove sources of distraction if possible, make others aware if you can't

3. Online presentations - disadvantages



3. Online presentations – technical issues

- Get as close as possible to a wi-fi router (or plug directly into it)
- Multiple redundancy for presenting devices
- Check with organiser – what happens if haven't got access to device, wi-fi problems? Can you do a recorded version?
- If you've got tech issues that are causing you problems with Zoom, the **Student Digital Support Community** on Teams could help. Search on Teams or shortlink: <http://tiny.cc/nbwltz>

3. Online presentations - advantages

- 'run the video' – set up a meeting and record yourself doing the presentation, so you can see where you can improve
- You can turn webcam on or off, so you can be visible when you're comfortable, and save some bandwidth
- Webcam on or off? Half-way house: ON to introduce yourself and for first 2 minutes, then OFF so attendees focus on the presentation. YMMV.
- You can't see the audience, but try to look into the camera when it's on

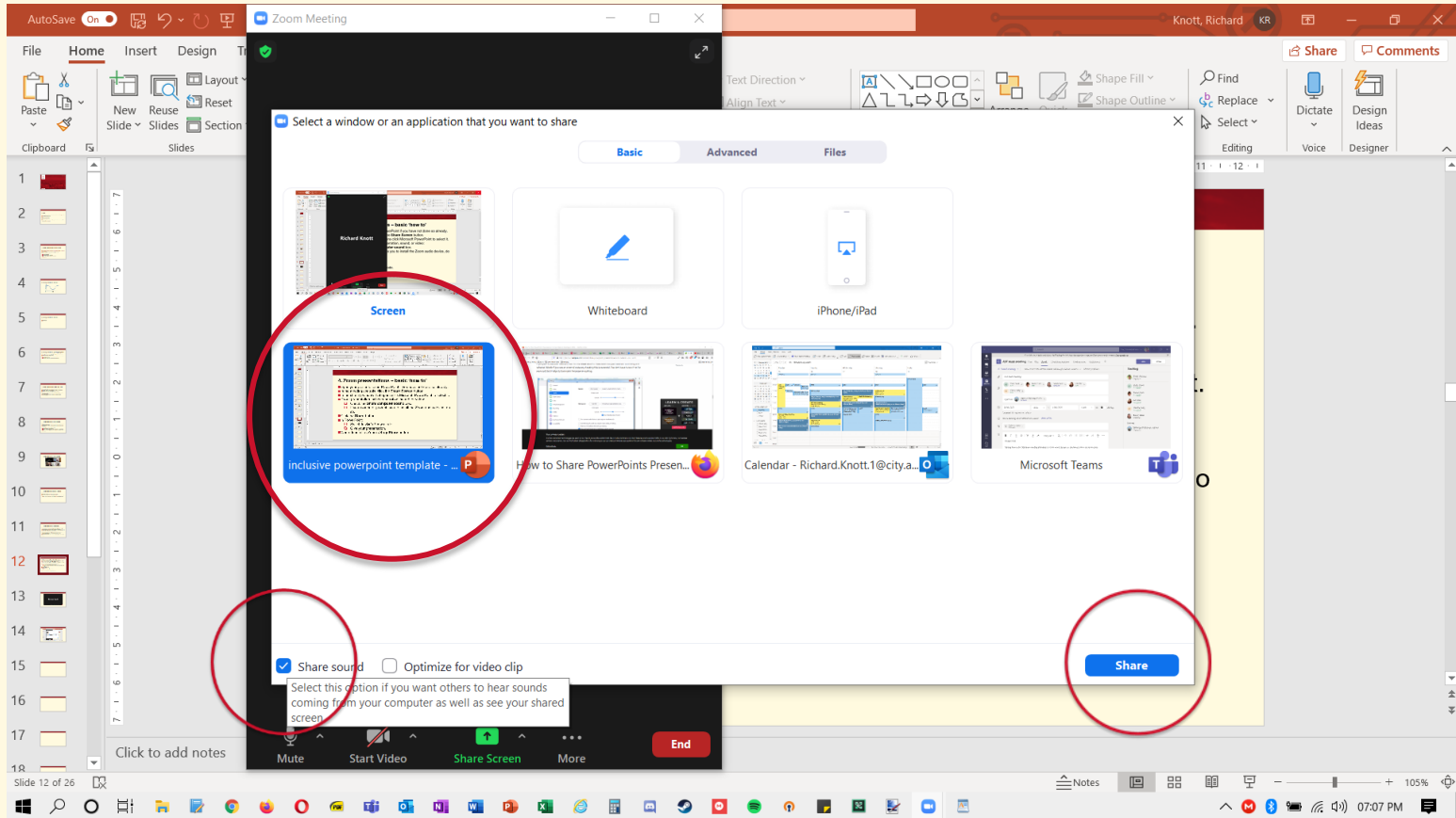
4. Zoom presentations – basic ‘how to’

- Open your presentation in PowerPoint if you have not done so already.
- In the meeting controls, click the **Share Screen** button.



4. Zoom presentations – basic ‘how to’

- In the sharing window that opens click Microsoft PowerPoint to select it, NOT share whole screen (this means you can look at other things, e.g. chat, browser etc., and it uses less bandwidth)
- If your presentation includes narration, sound, or video:
 - ☐ Check the **Share computer sound** box.
 - ☐ If your computer prompts you to install the Zoom audio device, do so.
- Click the **Share** button.





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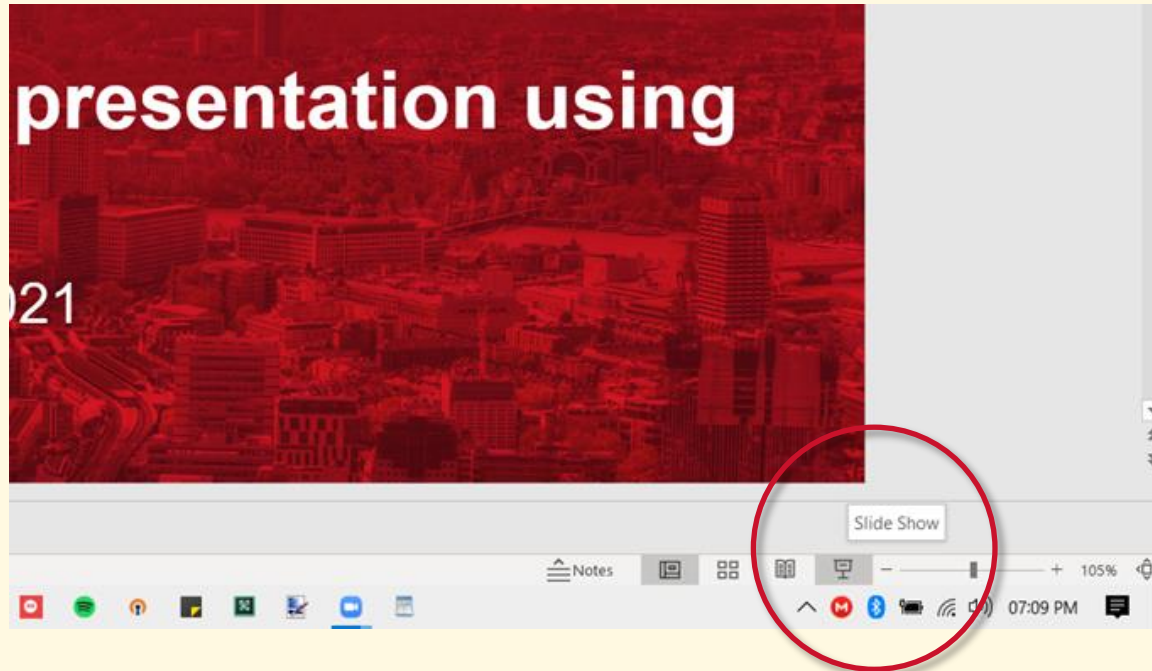
How to give a presentation using Zoom

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4. Zoom presentations – basic ‘how to’

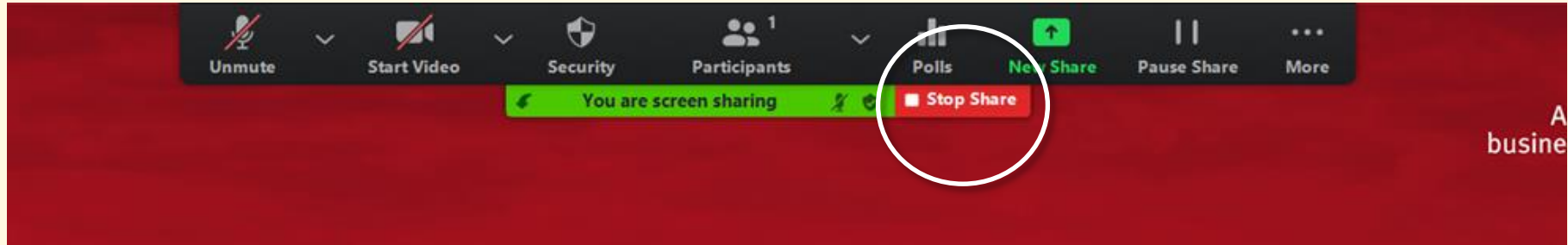
■ In PowerPoint:

- Switch to *Slide Show* mode



4. Zoom presentations – basic ‘how to’

- Start your introduction, and then continue with the rest of your presentation.
- When done, click Zoom's Stop Share button.



5. Zoom presentations – further tips

- If you're presenting as part of an assessment, you probably won't have to set up the meeting yourself
- Here are some tips in case you do
- All of this can be found in LEaD's Zoom quickstart guide:
<https://studenthub.city.ac.uk/information-technology/remote-working-guidance>
- First of all, set up your City Zoom account or log in at
www.city.ac.uk/zoom

5. Zoom presentations – co-presenter

- If you can, have someone else as a co-presenter to help you while you're busy presenting
- They can deal with questions on the chat, mute microphones and stop video if participants have left them on by mistake
- They can also admit people who are in the waiting room
- Arrange this when you set up the meeting, here's how:

Schedule meeting

×

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 897 072 8730

Security

☒ Passcode
Only users who have the passcode can join the meeting

☐ Waiting Room
Only users admitted by the host can join the meeting

☒ Only authenticated users can join

Video

Host: ☒ On ☐ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United Kingdom [Edit](#)

Calendar

☒ Outlook ☐ Other Calendars

Advanced Options ^

☐ Allow participants to join anytime

☒ Mute participants upon entry

☐ Automatically record meeting

☐ Enable additional data center regions for this meeting

Alternative hosts:

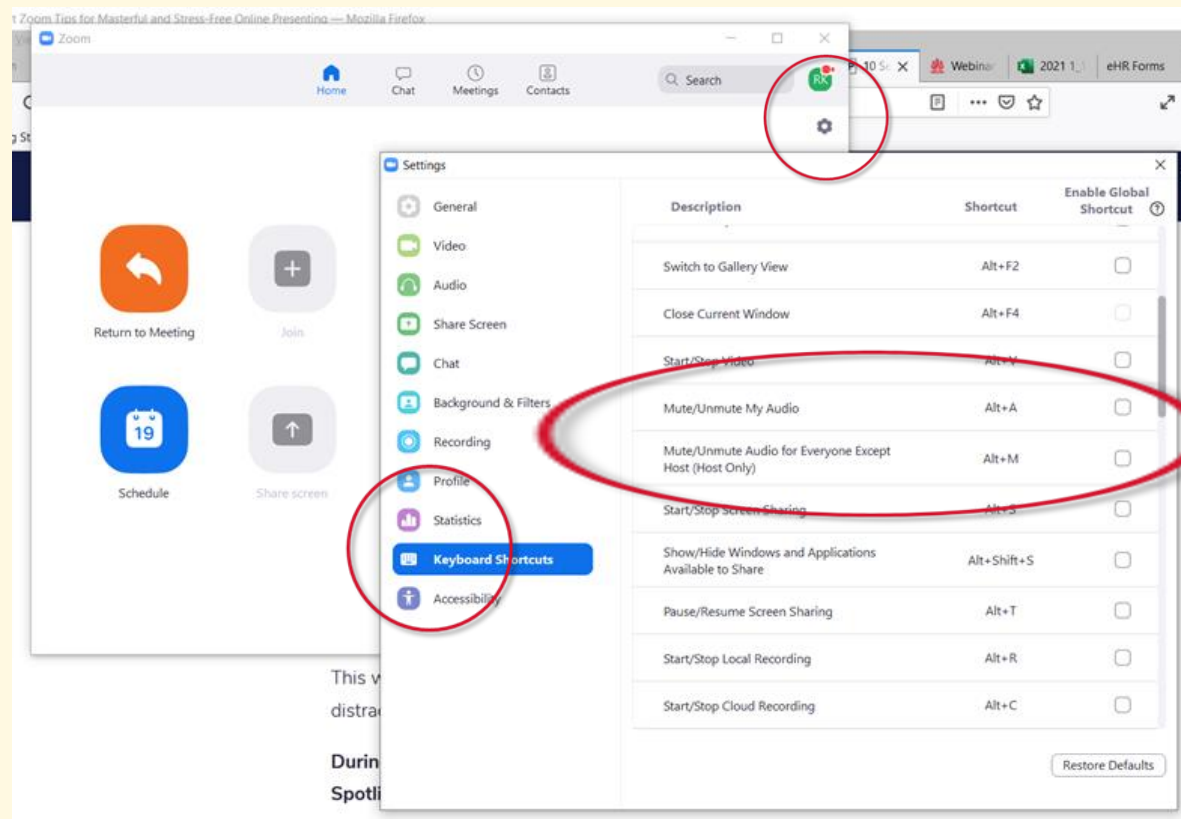
Save

Cancel

5. Zoom presentations – two screens

- Send yourself an invitation so you can also view the presentation on a tablet or phone
- Mute it! Bad feedback if you don't
- This means you can see what the attendees are seeing
- You can also not join the meeting, but have the second screen in presenter view, so you can use it to see the next few slides

5. Zoom presentations – keyboard shortcuts



Temporarily unmute yourself by clicking and holding down the space bar!

6. Student Digital Support Community

- If you use the Student Digital Support community, could you complete their survey too?

<https://forms.office.com/Pages/ResponsePage.aspx?id=SVlh3dBboE2sUijvjTNjc2pfyg8fsxFDoFFLOsnah8ZURjNNQkE0MIIWMURUTDIRTDdOVjZJT08wUiQIQCN0PWcu>

6. Practice on Zoom

- Let's see how it works for real
- You don't have to join the practice meeting, but if you do, here are the details:
 - <https://city-ac-uk.zoom.us/j/83972229725>
 - Meeting ID: 839 7222 9725
 - Passcode: 416766
- I'll put you in small groups, so you won't be presenting to everyone
- I'm going to record this meeting too
- Keep Teams open, and come back on here if you have any problems joining the Zoom meeting

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<https://studenthub.city.ac.uk/help-and-support/improve-your-study-skills>

