

Delivering online presentations and working in groups

Use Collaborative Software

If you're working on a group presentation, we strongly recommend using a software that lets your group work on the presentation at the same time, like Google Slides. Multiple people can contribute to the same document and communicate with each other using the messaging section. By using Google Slides you can ensure that each member of the group is contributing to the presentation and slides are cohesively formatted.

Keep In Contact

When working in a group it is important to keep in contact with each other from the outset through things like a group whatsapp. By communicating from the beginning you can establish each group member's responsibilities for the project and establish a realistic timeline for completing the project. Group work can be difficult sometimes so try to identify from the outset what strengths and weaknesses each group member has and how much time each member can give to the project.

Group Rehearsal

With group presentations it is very important that you rehearse giving your presentation as a group more than once before presenting. This will enable you to gain an understanding of how long your presentation will take, improve the flow of your presentation and will give each group member knowledge of all the material of the presentation so that if a group member is unable to present for any reason the presentation isn't affected. When arranging rehearsals try to keep in mind other students schedules, it may be that some of your group members have jobs or care responsibilities that impact when they are able to rehearse

Check Your Tech

One of the most important aspects of giving an online presentation is making sure that your slides, laptop, sound system and microphone are all working properly a few days in advance so that if there are any problems you have time to fix them. The best way to check everything is working correctly is to make a test call to a friend or family member and rehearse your presentation with them so that you can check that all the software is working and they can check your sound and video quality.

Be Professional

Even though you are going to be giving your presentation remotely make sure you are dressed appropriately, ideally with a plain wall as your background. Try and position your laptop so you can stand while you give your presentation as this enables you to move around, prevents slouching and makes you appear more engaged with what you are presenting.

Prepare For Questions

Whether you are presenting alone or in a group make sure you are prepared to answer questions at the end of your presentation. The questions your lecturers ask are not asked to trip you up, they are asked to give you the opportunity to gain extra marks and cover knowledge gaps in your presentation. With good preparation and rehearsal you should be able to answer these questions however, if you are asked a question you do not know the

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answer to we recommend that you say “Sorry I’m not sure of the answer to that question however, I will look into finding the answer for you”. By answering this way you can move on to the next question quickly and professionally.