



# Tips for Effective Virtual Communication

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## Remember...

- Body language is just as important on screen as it is when you are face to face
- Ground yourself
- Keep your posture upright
- Stand to speak when presenting or pitching, (raise your laptop up with books etc)

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## Remember...

- Eye contact is a crucial part of human communication
- Look down the lens when you are speaking
- Be aware of how you look - even when you are not speaking!
- Stay in grid or gallery view as much possible – to be aware of your own and other’s body language.

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## Remember...

- Set yourself up before the call to minimise interruptions
- Make sure you are well lit (with natural light if possible)
- Choose a place with good internet connection
- Acknowledge any technical problems – remember we all have them!
- Make sure what is in front of the camera is what you want the viewer to see
- Don't forget - you are in the spotlight!