# Assigning Online Presentations

## Strategies for Adapting In-Person Presentations for Online Presenting

Source: Cengage Blogs: “5-guidelines-for-your-students-online-presentations”/

### Give Clear Requirements

Determine the software, format, and length of presentations. *Will the students make a powerpoint, voice recording, or video?*

### Determine Delivery Requirements

Set how the online presentation will be shared with the class. *Will the presentation be submitted on YouTube, a class site?*

### Provide Tips and Guidance

Provide guidance on number of slides, text or graphics for the slides, and citation guidelines.

### Set Presentation Time Limits

If making a video, 4-10 minutes is ideal. Multiple segments can be created for longer presentations.

### Have the Students Determine the Learning Objective of Their Presentation

Have the students provide a clear description of what they want their listeners to learn in their presentation.

---

**BU Questrom School of Business**
**TIPS FOR STUDENTS PRESENTING ONLINE**

**Practice, Rehearse, and Deliver Impactful Presentations**

*Source: https://www.ethos3.com/2018/01/7-presentation-tips-for-students/*

**MAKE A MIND MAP**

Map out the content that you plan to use visually and use an outline to organize.

**CREATE VISUALS**

Visual aids are not only more entertaining but add substance so that the audience feels more engaged. You can add an infographic, video, or charts.

**LIMIT YOUR CONTENT TO THE MOST IMPORTANT POINTS**

Less is more. Allow your talking and the visual aids to communicate instead of screen text.

**KNOW MORE THAN WHAT YOU ARE SHARING**

Become an expert on what you’re speaking. Prepare for any questions you may get from the audience.

**PACE YOURSELF**

Don’t let nerves get the best of you. Practice to avoid speaking too fast or rushing.

*BU Questrom School of Business*