

# Enhance your Virtual Persona



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# What Have you SEEN or HEARD?



<https://www.etsy.com/shop/ALovelyCraf>



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# YOUR PERSONA = YOUR RESPONSIBILITY

## SHOW UP



Public Domain

## SPEAK UP



Public Domain

# SHOW UP – Own your VISUAL !

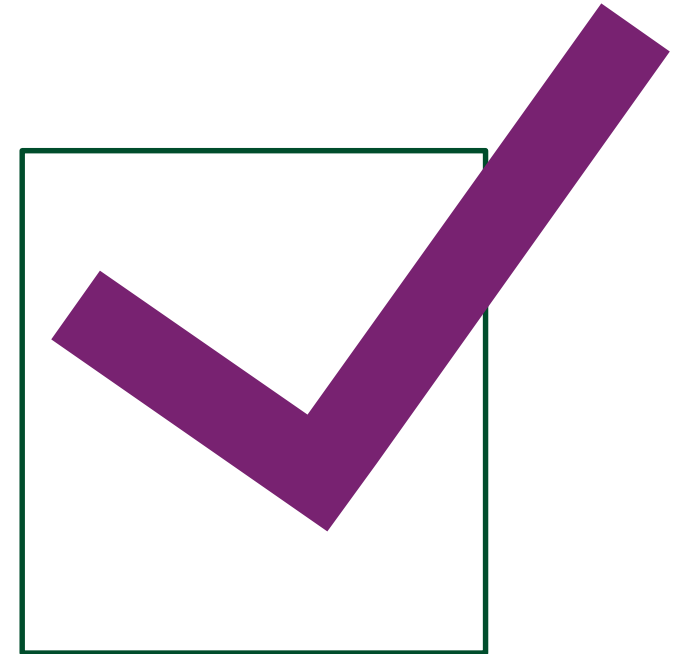
## Visual Quality:

HOW?

You can create a **high-quality visual experience** for online meetings and recordings whether you are a presenter or participant.

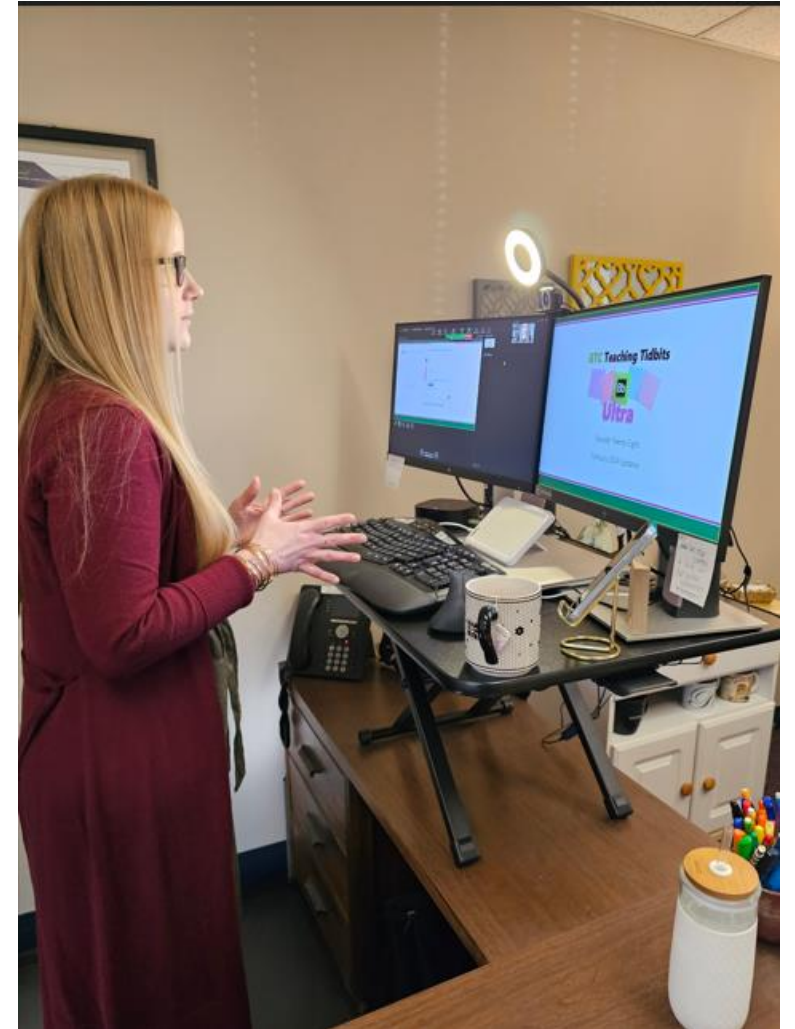
# Be Intentional!

- Setting/Lighting
- Framing
- Eye Contact
- Appearance



# SETTING/LIGHTING

- Light your FACE
- Watch out for windows
- Choose an appropriate background
- Consider adding a ring light





**Ineffective**



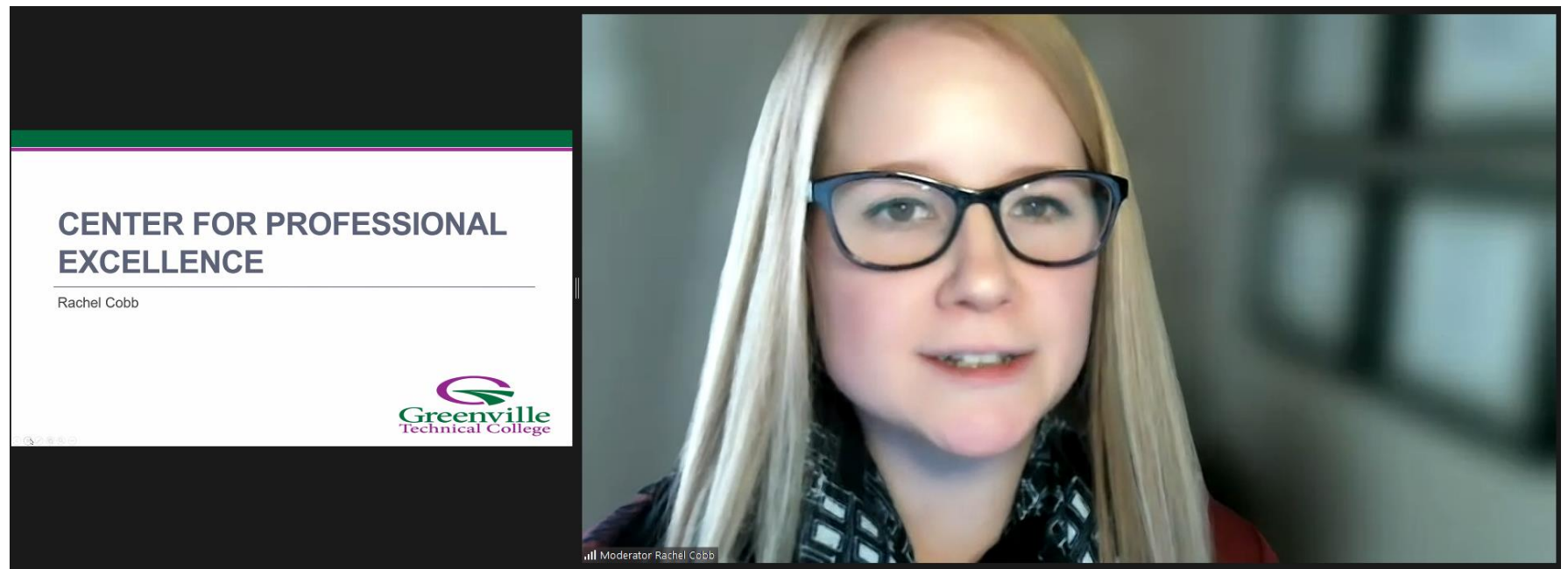
**More Effective**





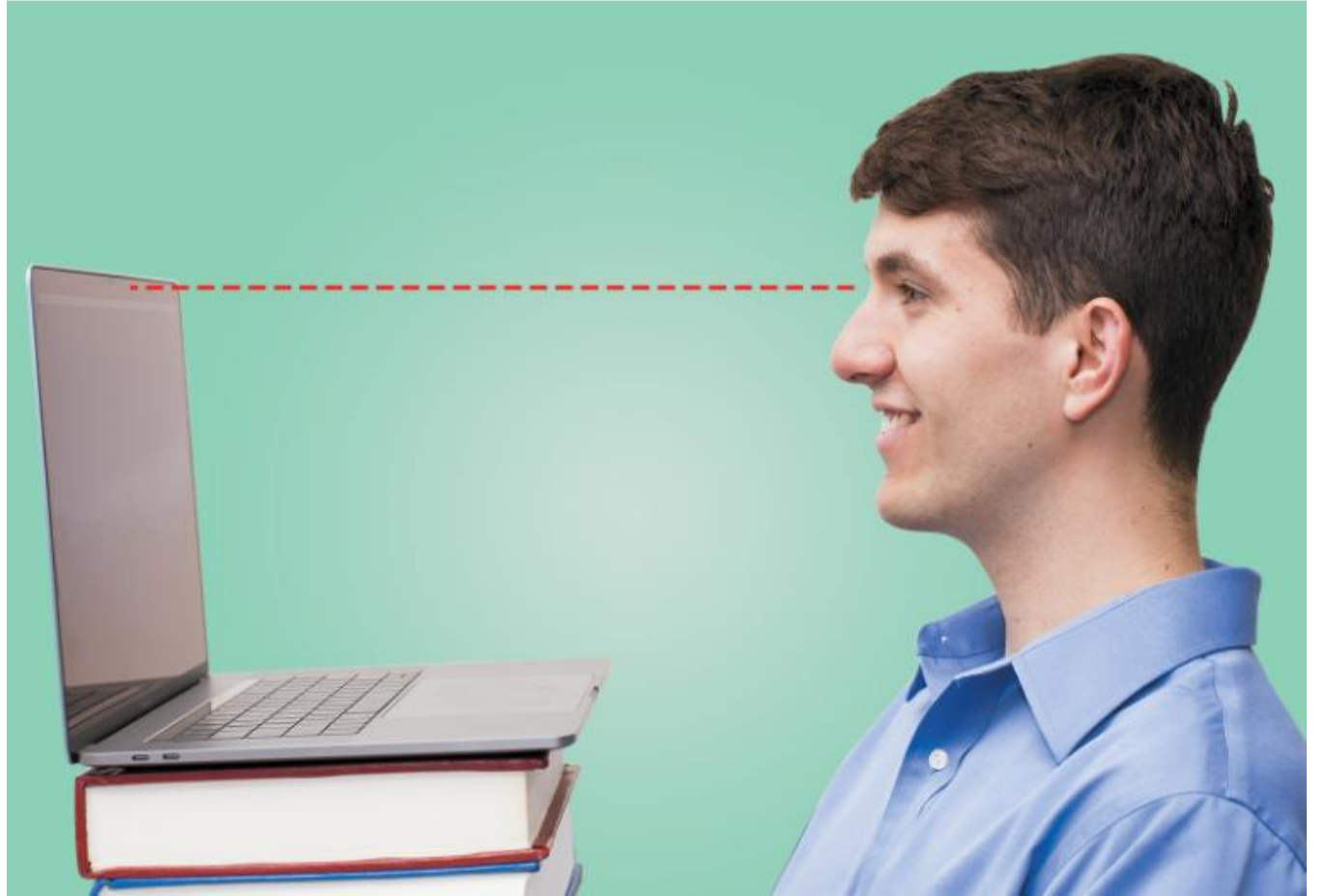
# FRAMING

- Consider your angles
- Fill the frame with your face
- Avoid the keystone effect



# EYE CONTACT

- Look at the camera
- Keep your eye on the chat box
- Be aware of nonverbal feedback
- Keep checking your own image



# APPEARANCE

- Identify your Avatar for the situation
- Wear professional Attire
- Avoid unnecessary movement
- Listen Actively













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## SPEAK UP



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# SPEAK UP – Own your AUDIO !

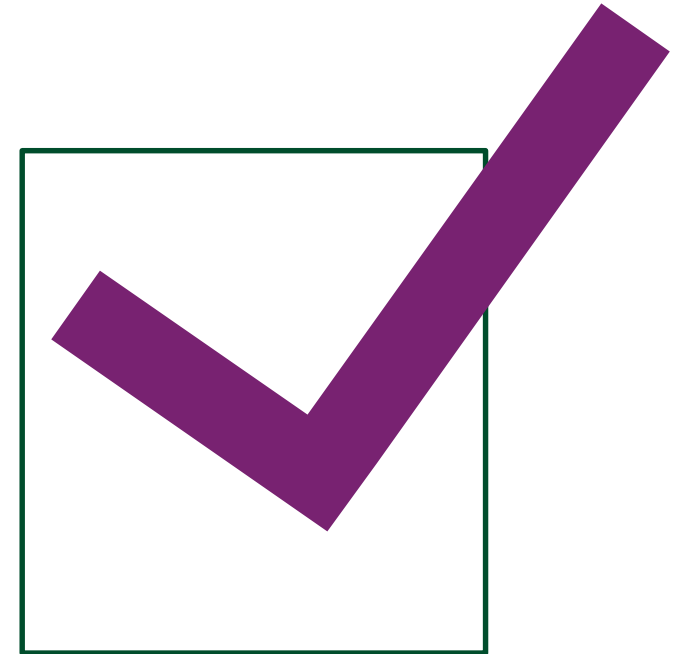
## Audio Quality:

HOW?

You can create a **high-quality audio experience** for online meetings and recordings whether you are a presenter or participant.

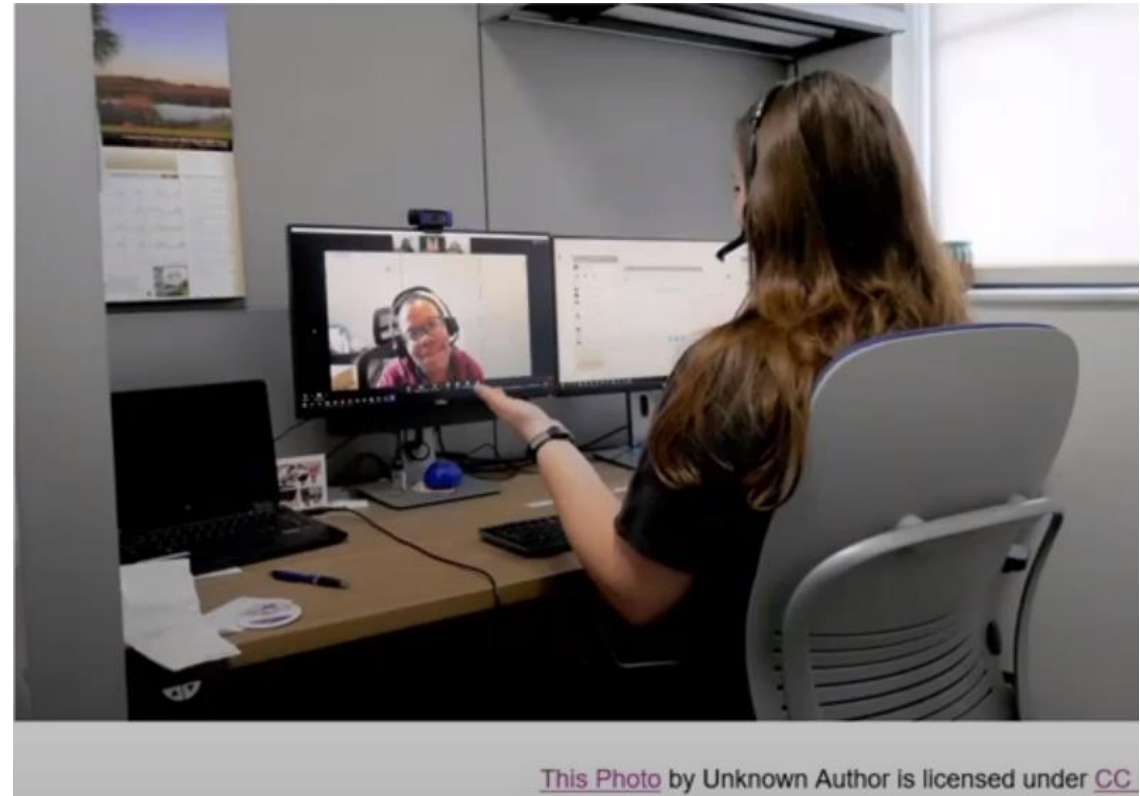
# Be Intentional!

- Environment
- Equipment
- Enunciation



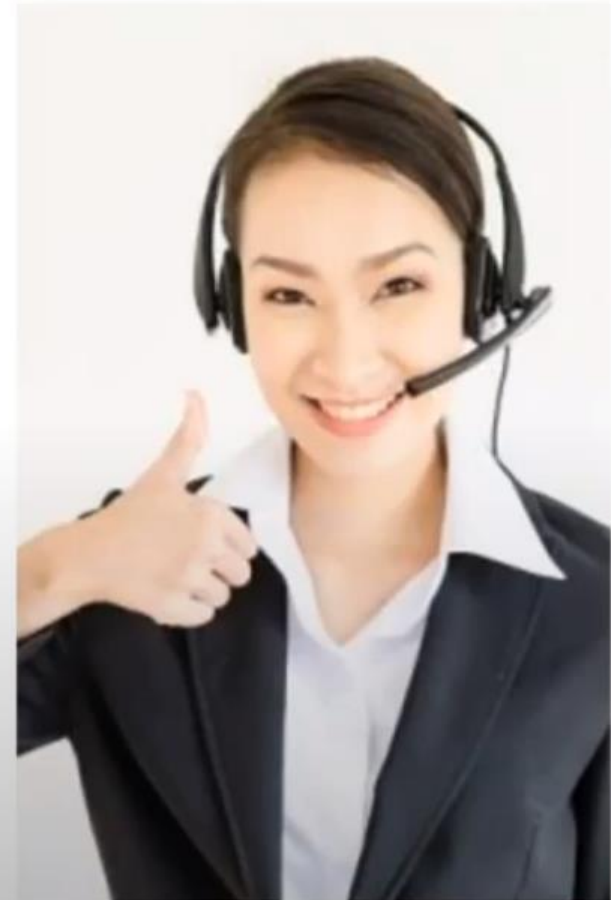
# ENVIRONMENT

- Small, carpeted room
- Stable, comfortable seating
- Proximity to devices
- Silence distractions
- Anticipate interruptions



# EQUIPMENT

- Use headphones/ear buds
- Choose/set up microphone
- Choose/set up audio
- DEMO your audio



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# ENUNCIATION

- Speak Clearly
- Control your speaking rate
- Allow for pauses
- Use proper breath support
- Avoid eating or chewing gum
- Eliminate extra noises



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# Practical Application

1. Plan – be intentional
2. Prepare – make time to set up
3. Practice – get familiar with your tools
4. Polish – record yourself

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