

# Quick and Easy Tips for Speaking in the Virtual World

Presentation to  
Osher Lifelong Learning Institute  
Potomac Area Technology and Computer Society

November 21, 2020

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# What We Will be Discussing Today

Virtual  
Communication  
Methods

Pros/cons of  
virtual  
communication

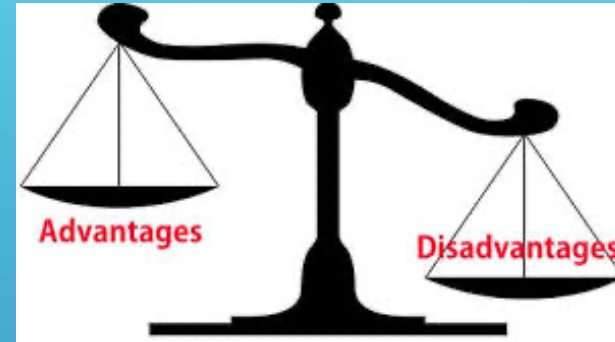
Practical Tips for  
Virtual  
Communication

Zoom video  
communication  
platform



# Discussion Questions

What are the advantages of virtual communication?



What are the disadvantages of virtual communication?



# Discussion Questions



How can you improve your virtual communication?

What should you avoid in your virtual communication?

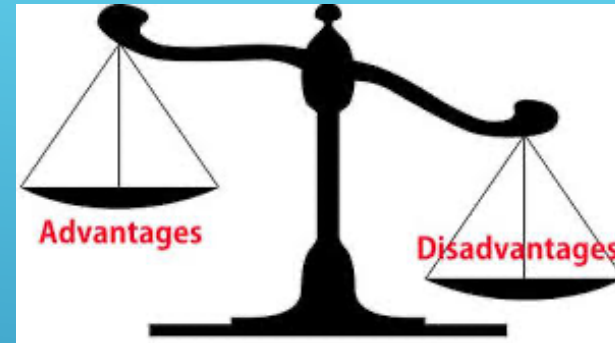


# Virtual Communication Methods



# Discussion Questions

What are the advantages of virtual communication?



What are the disadvantages of virtual communication?



# Advantages of Virtual Communication

Reach more people

Save on travel/  
hotel costs

Reach remote people

Saves travel time

No meeting space limitations

Record Virtual Sessions

No time wasted on arranging travel

Whiteboard opportunities

Wear relaxed attire

Enhance collaboration of remote teams

Helps environment

More people will attend meetings

Connect to anywhere in world



# Disadvantages of Virtual Communication

Hard to read body language

Hard to read multi-tasking

Computer not fast enough

Local distractions

Chance of hacking

Short audience attention span

Unstable Internet

Identifying who is speaking

Possible compromise of information

**DISADVANTAGE**

Limits inter-personal interaction

Audience Uncomfortable with Technology

You're still not together



# Discussion Questions



How can you improve your virtual communication?

What should you avoid in your virtual communication?



# Practical Tips for Virtual Communication

Raise your gestures

Sit/stand back from screen

Exaggerate your vocal pitch

Use Speaker View

Use late-day computer

Don't have lights behind you

Start/Finish on time

Sit in comfortable desk/chair

Mute audience

Put lights in front at angles

Look at camera



Use good headset with mike

Use stable high-speed Internet

Get personal

Engage audience often

Ensure background matches message

Test mike & speaker

Explain video platform features

Wear appropriate clothes

# Virtual Video Communication Platforms

Webex Meetings

Zoom Meeting

Zoom Webinar

Skype for Business

Google Meet

Microsoft Teams

Amazon Chime

GoTo Meeting

GoTo Webinar

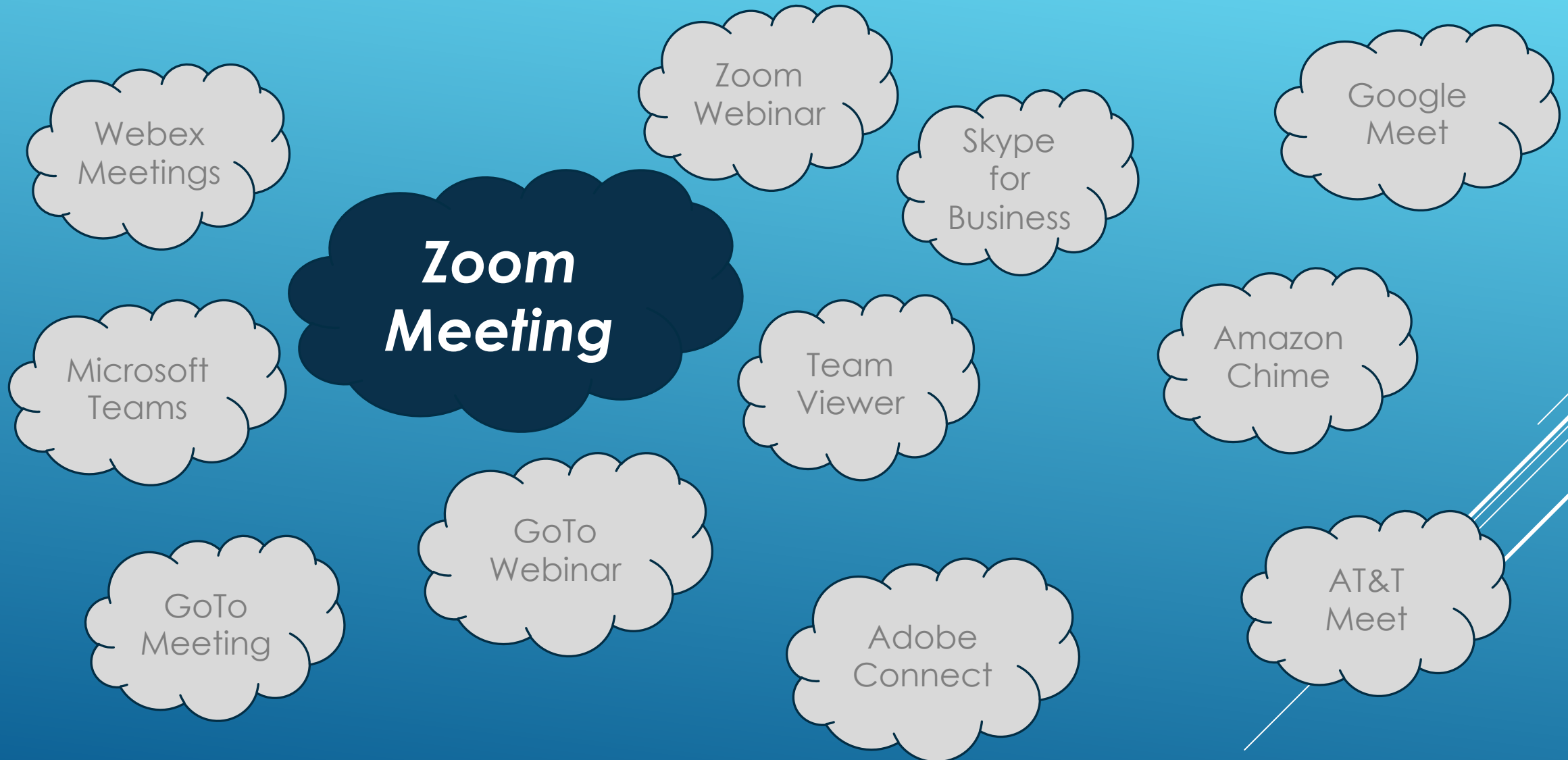
Adobe Connect

Team Viewer

AT&T Meet



# Concentrate on Zoom Meeting



# What Zoom Meeting Can Do

Breakout Rooms

Public/  
Private  
Chat

Enable  
join  
before  
host

Hold  
Meetings

Meet  
Remotely

Record  
Meetings/  
Webinars/  
Chat

Virtual  
Backgrounds

Record of  
attendees

Schedule  
meetings



Host up to  
1000  
people

Mobile  
App

Mute  
Audio/  
Video

Gallery/  
Speaker  
Views

Co-  
hosting

Screen  
sharing

Password  
Protection

# Takeaways

- Virtual world is here to stay; embrace it and make it work for you in your life and your business
- Learn what you can and cannot do with a virtual communication platform; implement what you can
- Great presentation skills are greatly needed in the virtual world – seek out consultants, take courses, read books, watch videos to improve your presentation skills



# *Your Call to Action! (Business Owners)*

- *Write down and implement ten (10) ways virtual communication can increase productivity, save costs and increase collaboration with others*
- *Connect virtually with ten (10) people inside and ten (10) people outside the United States who present great opportunities for your business*
- *Plan and implement a virtual world showcase of your business's products and services*



# *Your Call to Action!*

## *(Non-Business Owners – Semi-Retired)*

- Write down and implement ten (10) ways virtual communication can help you transition to full retirement, stay connected with loved ones, and increase collaboration with others*
- Using Social Media, connect virtually with ten (10) people you know and ten (10) people you don't know who have similar interests to you*
- Develop a plan to stay in touch with the people from above and implement it through social media*





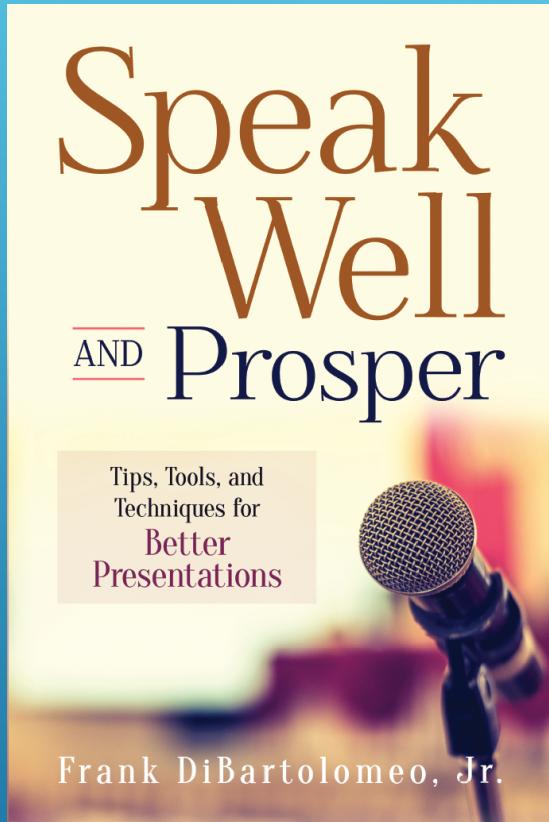
# ***Your Call to Action!***

## ***(Non-Business Owners – Retired)***

- Write down and implement ten (10) ways virtual communication can increase your connection with others, stay connected with loved ones, and increase collaboration with others***
- Connect virtually with ten (10) people you know and ten (10) people you don't know who have similar interests to you***
- Develop and implement a plan implemented through social media to stay in touch with the people from above***



# Frank DiBartolomeo's Books



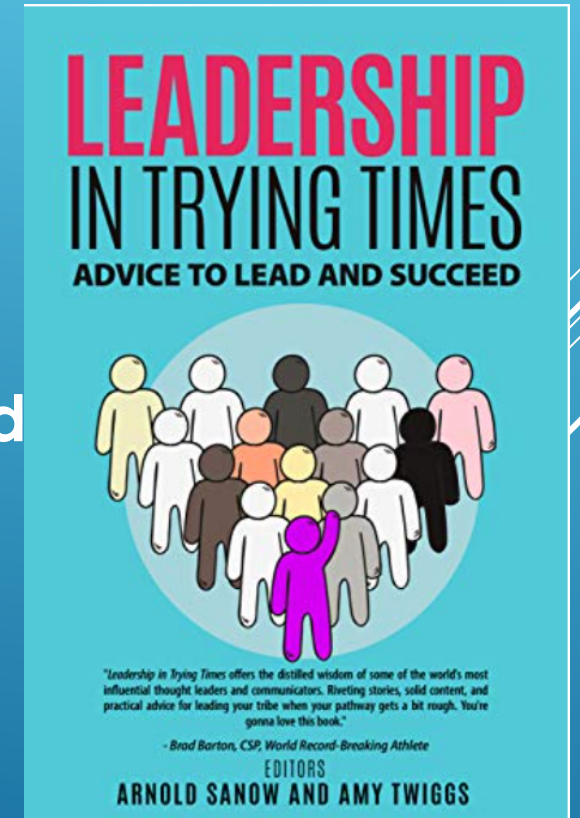
“Speak Well and Prosper: Tips, Tools, and Techniques for Better Presentations;”

Launching  
January 22, 2021

**BONUS** - For those who want a PDF copy and to be on my weekly newsletter, send an e-mail to [frank@speakleadandsucceed.com](mailto:frank@speakleadandsucceed.com) putting the words “OLLI/PATACS meeting” in the “subject”

Leadership in Trying Times: Advice to Lead and Succeed”

Chapter 10 – Great Speaking is Critical to Great Leadership in a Crisis



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# Questions

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