

Thinking On My Own

Video: Electronic Communication: Perfect Picture

Monday morning, during her Science class at school, Maria was given the assignment to complete a presentation on a favorite animal. Maria is very interested in dolphins but, living in the Midwest of the United States, she doesn't know where she can get first-hand information on this subject. To help her with this dilemma, Maria's Science teacher has lined up a video conference with a real-life marine biologist living in California. The video conference is to be held on Friday in the school's library. Maria wants to do her best when interviewing this professional expert, so her teacher has advised her to complete some specific activities prior to the video conference session.

Now it's your turn to complete the following activities on your own:

1. Prepare yourself

- Make a list of points, stories, questions or ideas that you want to share when you hold your video conference. Carefully read through the list to be sure that you have everything on it.

2. Practice Managing the Equipment

- Practice managing all of the equipment you are going to use during the conference before you start your event. Troubleshoot any problem areas that arise. It is a good idea to see what you look like on screen. Practice looking at the camera in order to make good eye contact with your audience. This will help you become an active and engaged participant during the "Speaker/Listener Communication Process."

3. Practice Managing the Environment--Remove Distractions

- Check out the room where you are holding the video conference for any distractions. Inspect the area for lighting concerns, background noises, and any other distractions. Remove or adjust these items. Work to make your audience as comfortable as possible. Don't forget to remove/turn-off your other electronic devices, too. You don't want your cell phone to ring during a conference!