

# Digital Passport Session

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**Skills  
Centre**

**ACCESS+**  
FURTHER  
EDUCATION  
SUPPORTS  
**UCC**



# Digital Passport Workshop Schedule

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TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	



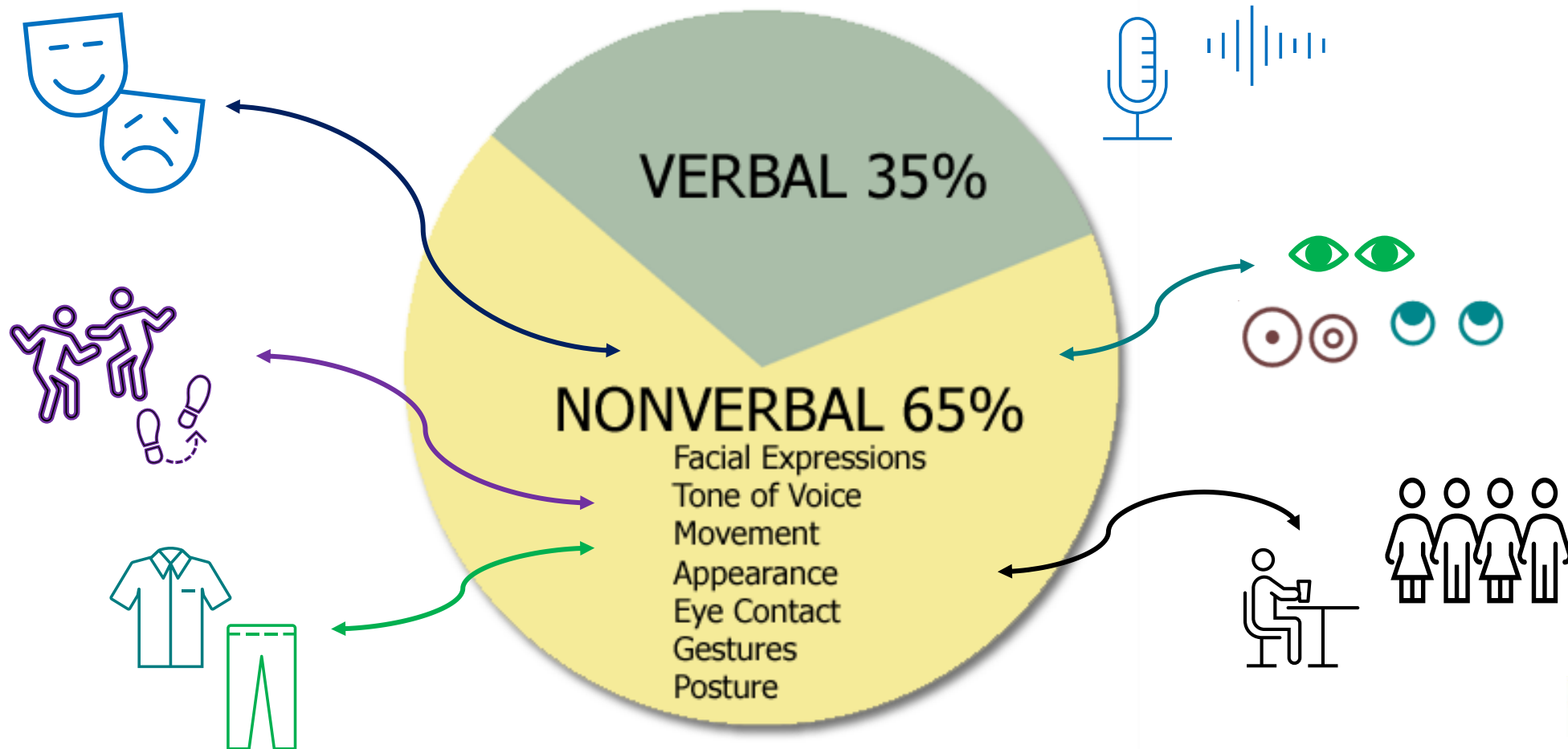
Today's topic:  
PowerPoint 3  
Recording

# Session Overview



- Learn how to record with PowerPoint
- Learn how to communicate properly when presenting
- Learn what to check before you record

# Presentation Communication

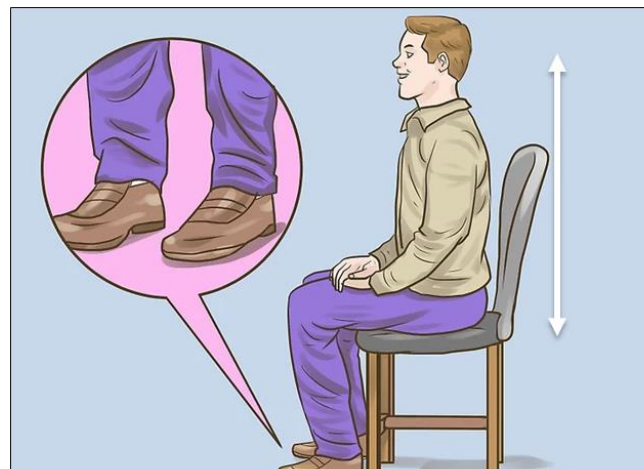


# Camera Check (1)

Check  
behind  
you



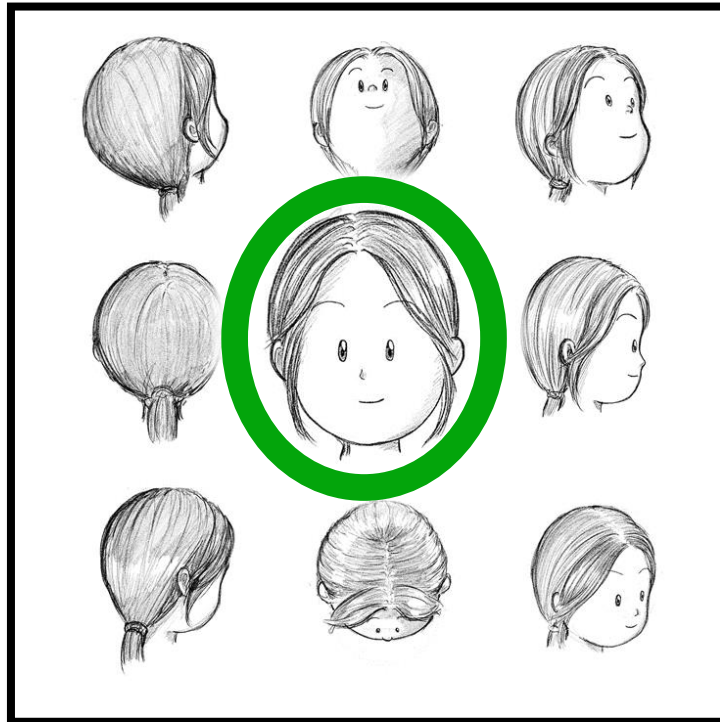
Check  
your  
posture



# Camera Check (2)

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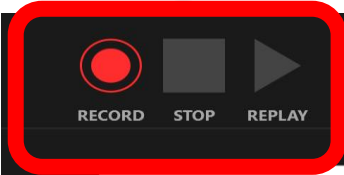
Check your angle



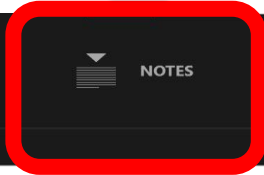
Check your position



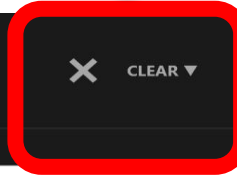
1



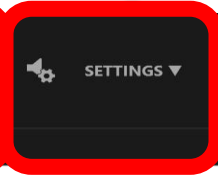
2



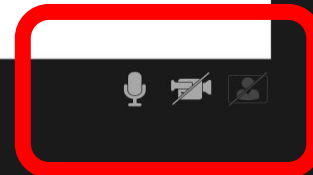
3



4



Slide 1 of 58  
0:00 / 0:00



5

6

7



# Activity

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Now, using your **Slide Template**, practice recording your title slide by introducing yourself!





# EXAMPLE: Title

By: \_\_\_\_\_ (Remember to write down your name)

Date: \_\_\_\_\_ (Optional: note the date of the presentation)

Course: \_\_\_\_\_ (Optional: note the name of the class)

# Pre-Presentation Advice

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- Breathe out more than you breathe in!

In for 4

Hold for 4

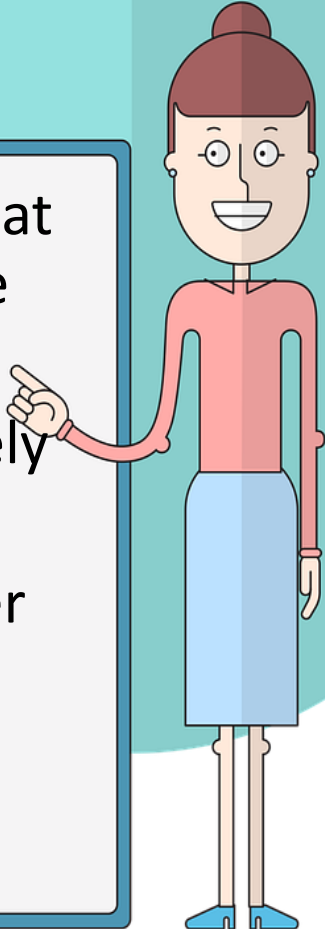
Out for 8

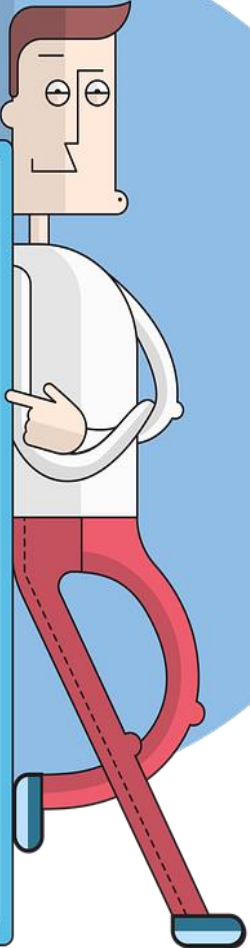
- Quivery voice:
  - Warm up
  - Clear your throat
  - Water, no milk or bananas!
- Assume a positive response from the audience
- 90% of nervous signs can be hidden!



# Things to Keep in Mind

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- Warm up, eat and hydrate
  - Dress appropriately
  - Smile - the mirror never smiles first!
  - Be present

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- Stand/Sit tall
  - Make eye contact
  - Speak clearly
  - Slow down
  - Check for understanding
  - Be confident



# Any Questions?

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Contact the Skills Centre for a Presentation Practice or if you need other help with your academic communication!

**Email:** [skillscentre@ucc.ie](mailto:skillscentre@ucc.ie)

