

# Tech Talk Basics

Communicating via video is a skill you need in today's workplace. Whether you have a video job interview or need to connect with clients or co-workers in a video conference, knowing the basics will help you make a good virtual impression. Here are some things to consider when planning your video interview.



Now that you have given some thought to a video interview, you need to try it out. Enlist the help of someone you trust to practice a video interview with you. Then ask them to rate you on five essential elements.

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|---|-----|----|----------------|
| <b>Audio Quality</b> — <i>good volume and clarity?</i>                | Yes | No | Comments _____ |
| <b>Lighting</b> — <i>well-lit easy to see you?</i>                    | Yes | No | Comments _____ |
| <b>Background</b> — <i>no clutter, professional feel?</i>             | Yes | No | Comments _____ |
| <b>Facial Expression</b> — <i>good eye contact, smiling?</i>          | Yes | No | Comments _____ |
| <b>Professionalism</b> — <i>positive, energetic, clothing choice?</i> | Yes | No | Comments _____ |

Based on your practice session, what are 3 things you want to improve? \_\_\_\_\_  
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