

# VIDEO CONFERENCING LIKE A PRO

Place your device on a flat, solid surface



Wear neat and tidy clothes



Sit in front of a wall so your background is not distracting and to protect others' privacy



Log in on time and don't switch on your microphone and video until asked by your teacher



Speak slowly and clearly, and use headphones if you can



Use the Chat feature to ask questions



Remember everyone can read it

Mute your microphone when you're not speaking to reduce noise



Listen respectfully and wait your turn to speak



As a class, choose a symbol to mean 'hands up'



**LISTEN, PARTICIPATE &  
ENJOY LEARNING ONLINE!**

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