

# Tips for Using Zoom Across a Language Difference

## Use Camera



The speaker's camera should be turned on, and the speaker's face well-lit, so the audience can lip-read and see facial expressions.

## Rephrase and Repeat



Repeat important statements or, better yet, rephrase them in a simpler manner.

## Confirm



Build in frequent comprehension checks and opportunities for your audience to ask questions.

## Emphasize



Emphasize the most important word in each phrase or sentence.

## Ask



If time does not permit you to get a response from your audience, ask a rhetorical question (one which you answer yourself).

## Write



When using terminology that is unfamiliar to your audience, display the new word/phrase in its written form.

## Avoid Interrupting



Take turns talking. Avoid overlapping speech. Use body language or Zoom reaction icons to show agreement.

## Speak Slowly



Reduce your rate of speech significantly to a point where it's easy to understand.