

**Project Task 5: Video Presentation**

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## Project Task 5

The goal of the video presentation is to share the information gathered internally as well as present the infographic with the positive findings. The tools used were Teams to record and Prezi to present the graphics. This presentation was geared to a public audience to show the data gathered by the team. Since this is geared to the public, the vocabulary used was less technical and without any corporate jargon. This method is aimed to help the viewer understand the data in a clear way. When it comes to using audio, the message needs to be clear and rehearsed. For this video, a script was used to keep a consistent flow of words and avoid any filler words. This is important to help the viewer understand clearly what is being presented. Additionally, the video is kept just under 2 minutes so that when the video. The information presented was the dashboard and the infographic. The dashboard is presented to give some background information on the findings – which are presented in the infographic. While the dashboard was meant for an internal audience, adding audio allows for detailed background information which will help the viewer understand the visuals. When presenting audio, it is important to speak accurate information and facts without bias. It can be easy to lose sight of what is being presented and adding bias can affect credibility. Additionally, adding closed captioning for hard of hearing people can be used to allow for more people to watch the presentation and understand the content.