

Speech Arts and Drama at MRU Conservatory

Guide to Remote Lessons – Fall 2021

Confidence, creativity and communication are centre stage in our classes and effective speaking skills have never been more important – we look forward to a productive and rewarding semester.

Information about your Remote Speech Lesson:

Technology

You will need the following *equipment* to participate in your remote lesson:

- Desktop or laptop computer (recommended), tablet or smartphone
- Web camera
- Microphone
- Internet access

Most laptops, tablets and smartphones have a built-in webcam and microphone and will allow you easy access to your online lesson. External microphones and webcams are not required but are available should you wish to enhance your set up.

A Classroom in Your Home

Remote instruction brings the classroom into your home: here are a few tips for setting up your space.

Get in View: You'll participate in your lesson in a couple of different ways: sometimes *seated* at your device, in an “interview” position, and sometimes *standing* and moving in a “performing” position. Find a space that will allow you to shift easily from a sitting to standing position.

- Guidelines for your seated position:
Set up at a desk or table, and choose a straight, solid chair
Sit tall and strong: feet on the floor, sitting forward on the chair
Adjust the level of your screen so that you can look at it without tilting your head down or reaching up with your chin
A head and shoulders view of you is fine. If your camera set up allows a bigger view of your seated position that is fine too.
- Guidelines for your standing position:
Be ready to move to an open space where you can stand and move.
A top to toe view of you is ideal: a small adjustment of your camera may be needed.

Maximize your connection: Set up as close as possible to your Wi-Fi router, or hardwire your laptop or desktop to the router to boost your connection. Ask others in your household to avoid using Wi-Fi for things like gaming or Netflix during your lesson.

Eliminate distractions: Set up in a separate and quiet space where you can easily hear the lesson and participate freely.

Learn and Share: Your lesson will include different activities and exercises and you will participate in a number of different ways. Be ready to *listen* carefully to your instructor and classmates, to *participate in warmups and exercises* that develop your voice, to *offer ideas and feedback in discussions*, to *work and perform with others*, and to *share solo performances*. Your instructor may ask you to submit videos of your work for additional feedback.

Strong body and voice: Just as in a face to face lesson, it is important that you are set up in a way that will allow your voice to be at its best. Be tall and strong when you are sitting or standing and be ready to speak up and use your full voice!

Lighting: A light directly above or behind you will create shadows and make you appear as a dark silhouette on screen. Set up in a light, bright space with light in front rather than behind you.

Headphones: Headphones may be used and are a good way to tune out distractions that might occur in a home environment. Keep in mind that you may need to remove your headphones when you move to your performing space.

What to Bring

Materials: Have all your materials ready at hand before you sign into the lesson. You'll need printed copies of your repertoire selections, a notebook, pen or pencil, and a highlighter.

Water bottle: Water is wonderful for your voice and we encourage you to stay hydrated during the lesson. Snacks, gum, and other drinks have no place in a speech and drama lesson.

Etiquette

Listen carefully and take turns talking: online communication can take a bit longer, so please be patient and try not to talk over others.

Feel free to comment and share ideas using the **chat** function but don't let chatting become a distraction. Inappropriate comments are not allowed.

Virtual backgrounds are not allowed. Virtual backgrounds distort your image and are an unnecessary distraction.

Mute your audio if there are noises around you.

Give your best! Energy and enthusiasm transfer through the screen – share your good work and connect with your classmates.

Arrive on time: Click your meeting link just before your class time so that you are ready when your instructor starts the meeting. Our instructors dismiss one class just moments before beginning the next and make every effort to keep on schedule.

Using Zoom

Although MRU's standard remote instruction platform is google meet, your lesson will be hosted on Zoom. Your instructor will ask you to confirm your permission to use zoom for the lessons.

Recording of lessons by instructors, parents or students, is not permitted.

Your instructor has purchased a zoom account that affords greater security and privacy.

Each class will receive a link to a unique zoom classroom. This link can be used each week and will expire at the end of the semester. Do not share your link.

Joining a Zoom Meeting

You will need to download zoom to your computer. If you are using a tablet or phone, you will need to download the zoom app.

Click the meeting link provided by your instructor. Zoom will open in a new window, and you will see a prompt to "download Zoom" or "open Zoom.us." If you haven't opened zoom before, please click "download" and follow the instructions, otherwise, please click "open zoom. us."

Click "join audio" and "join video" when prompted. Camera and microphone icons are located on the bottom left of the screen and will show in red, crossed with a slash if not enabled.

You may see a screen that says, "Please wait, the host will let you in soon," or "Please wait, the host has not yet joined the meeting." In this case, please give your instructor a moment to either start the meeting or admit you from the waiting room.

Adjust your view: You can change your view of the meeting by clicking gallery or speaker view (in the top right of your screen). Gallery view is recommended.

We look forward to seeing you!