

GOOGLE MEET EXPECTATIONS:

- 1.** Mute your mic unless you are talking.
- 2.** Be appropriately dressed.
- 3.** Be on time.
- 4.** Turn on video when communicating.
- 5.** Find a quiet place to sit.
- 6.** Sit still.
- 7.** Keep in mind PVLEGS (see next slide).
- 8.** Listen actively; wait your turn to talk.
- 9.** Share relevant questions and comments.
- 10.** Be patient.



Remember PVLEGS ([Palmer, 2011](#))

Poise (get rid of like, um, you know distracting behaviors)

Voice (every word heard)

Life (show emotion, passion, emphasis)

Eye Contact (connect with every audience member)

Gestures (use your hands, body, and face)

Speed (speak slowly for clarity; pause for effect)