

presents **TEN** *tips*
on **Microphones**



1

What microphone shall I use?

- **Lavalier** - like a string around the neck
- **Clip-on** - as seen on TV
- **Floor** - adjusts to height
- **Table** - for panel discussions
- **Hand-held** - passes from hand to hand

2

Then what?

- Turn it on/off
- Adjust height/placement
- Test volume and speaker placements by speaking into it
- Determine body position for best projection

3

What if there is feedback?

- The speaker is too close to the microphone
- Another microphone is too close
- A hand-held microphone is held too close to audio speakers
- Note that consonants, like P or S, make popping sounds if distance from microphone is not correct

4

How shall I stand/sit?

- Comfortably - not bending or leaning forward
- Turn your body rather than your head, and avoid swaying
- Avoid rubbing hand-held microphone with fingers
- Avoid jangling jewellery
- Point the microphone at your chin, not your mouth

5

What about gestures?

- A larger room needs larger gestures if they are to be effective
- Practice one-handed and two-handed gestures to avoid striking the microphone
- Practice until large gestures feel natural

6

How should I speak?

- Speak **normally** - the microphone will amplify your voice
- Speak to the audience, not the microphone
- Enunciate words
- A relaxed throat produces a lower, more pleasant, pitch
- Select an appropriate pace of delivery for the type of speech.
- Use pauses effectively

7

What do I do if there is a power cut?

- Relax
- If there is no danger, smile - reassure the audience
- Explain the difficulty if known, and go on without the microphone if necessary
- Check that those at the back can still hear

8

What if it can't be fixed right away?

- If possible, schedule a break
- If not, have the audience stand, perhaps by getting them to do an exercise - change the pace
- Have fun - your audience will, too

9

When things are back to normal?

- Recap points as the problem clears, to get the audience back on track
- Continue as if nothing had happened

10

The microphone is your friend!

- It allows you to be heard easily
- It allows you to be natural in your delivery
- It allows you to reach more people