

Don't fight the mic— just use it!

Microphone Usage — Tips and Techniques

How to use a microphone to your advantage

- Familiarize yourself with the microphone prior to the meeting (is it a "hot" mike or a forgiving one)
- Go over points in notes just prior to going "on"
- Step to the microphone and adjust the height
- Lower the pitch of your voice — lower voices are easy to hear than high pitches
- Use greeting as a gauge to volume - arrange a friend to indicate volume needed — it's very hard to gauge your own volume
- Command the audience with clear, concise authority keep your volume level consistently high
- Speak loudly, clearly and slowly it's ok to have pauses in your delivery, you don't have to fill every moment with noise (ah, um, and ah)
- Keep papers out of your hands so they don't rustle near the mike
- Use a folder to support your speech, report or paper so it doesn't rustle about
- Keep your voice at the mike — even if you need to turn your head _wandering on and off the mike loses your message
- Lead applause with your words — not with a mike in your hands
- Repeat any question presented to you from the floor (as some in the back of the room may not have heard the question)
- if it is getting noisy in the audience you are probably going too fast, too slow, too quietly or too long
- Keep strictly to time limits. Once the bell is sounded, you have lost your audience

How NOT to use a microphone

- Adjust the height don't lean over into it
- Don't lead off with "I hate these things" or "I think you can all hear me" - don't waste time expressing your dislike of microphones

- Don't spit or blow into mike as test
- Don't speak to someone nearby within pickup range of the microphone
- Don't hold on to the microphone for dear life
- Don't wear heavy metal jewelry on your chest
- Don't applaud with papers in the same hand as the mike — it will make rustling noise
- Don't answer a juicy question without repeating it
- Swing head side to side.....only the word you speak in front of mike can be heard
- Be very careful of "inside" jokes — it appears that the speaker "knows" things others don't

If you want your message heard use the microphone or create a handout.