

# 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
- Adjust microphone
- Collect yourself and then begin
- Speak into the microphone – don’t mumble but command the audience with clear, loud, concise statements
- 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)
- Don’t lead off with “I hate these things” or “I think you can all hear me”
- 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
- Keep papers out of your hands so they don’t rustle near the mike
- Do not wander on and off or go out of range by turning your head – turn your head but keep your voice at the mike
- 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**

- “I think everyone can hear me, I have a really loud voice”
- Step to mike and adjust it....”How do you adjust this thing?”
- Spit or blow into mike as test
- Grab the mike with hand and make rustling noise
- “Can everyone hear me?” All right, good.....mumble....
- Speak or thank someone behind or off to the side of mike
- Answer a juicy question without repeating it
- “Let’s give a big hand to ....” Applaud with papers in hand and jostle mike
- Swing head side to side.....only the word you speak in front of mike can be heard