



THE UNIVERSITY OF THE THIRD AGE

### GUIDANCE FOR SPEAKERS

Thank you for agreeing to speak at a U3A meeting. We realise that many of you may not need this guidance but not everyone is experienced at speaking with a microphone to a large group, and so have created the guidance below to support you in making sure that everyone can hear you during your talk and gain the most benefit from it. Please take a moment to read through these notes.

1. Please do use a microphone. It is important to do so even if you have a loud voice because people with hearing aids switch to a loop system which is activated through the mic.
2. Do allow time for a sound check. Ask someone to stand at the back of the hall / room to check if you can be heard clearly.
3. Positioning is key. The optimum speaking position is about two widths of the hand from the mic. Too close to the mic, and sound will boom. Too far from the mic, and the level of voice pickup will be too low.
4. A clip on mic is used differently to a hand-held one. Clip it onto your clothing and keep it about 30cm/12 inches from your mouth so as not to create overload and distortion.
5. Do make sure you know where the on / off switch is and make sure that the mic is 'on' before you start speaking.
6. With a hand-held mic keep it in front of you if you turn your head otherwise your voice will be lost. If the mic is in a fixed position you will need to remain facing forward.
7. If you are giving a talk in the main church we would advise you to stand on the stage if possible and display items so that the audience can see them easily. (See Appendix A Page 2)