**CHECK 1, CHECK… CHECK 1, CHECK 2…**

**Microphone Training and Etiquette**

Student leaders address the school

on many occasions formally and

informally, and these occasions can

be undermined by simply not

knowing how to use a microphone.

This is a skill that all students should

practice and learn before ever

going to speak in front of a large

group. An excellent leadership

lesson is on how to set up a

basic P.A. system and the

skills needed to use the

microphones. A great

student council

meeting could have

microphone training

on the agenda to train

your speakers before

they appear in front

of their peers.

Here are some basic

tips for good

microphone skills:

• Test the whole P.A. system before

your audience arrives. This will

ensure that it is working and avoid

all the “check 1, check 1,…check 1,

check 2” meanderings that your

audience does not need to hear.

• Always be prepared. You must know

what you are going to say before

you step up to the podium. Don’t

expect diving inspiration to motivate

you as soon as you turn on the mike.

• Establish eye contact with your audience

before you begin to speak. Don’t use

the mike to command attention:

you have to establish it first.

• Speak slowly. The mike is

an amplification device,

not a decoder.

• Project your voice into the

mike as though you were

speaking to someone at the

back of the room. A normal

speaking voice will sound

hesitant and unsure.

• Observe the rule of thumb:

hold the mike near the top;

extend your thumb to your

chin—that’s how far away

to hold the mike,

• Don’t speak directly into

the mike unless you are a

rapper. Speak over the top

of the mike.

• Don’t scream or cheer directly

into the microphone.

• Don’t speak over a roaring crowd.

• Turn the mike off when it is not in use.

• Avoid feedback by pointing the

mike away from the speakers. Try to

stand behind the speakers to avoid

that annoying squeal.

Remember that the microphone is

only an amplification device. It will

amplify a great presentation, but it

will also make your errors more

obvious if you do not have good

microphone skills.

*Source:* CASAA info@casaaresources.net