

Instructions to readers speaking on a microphone:

- 1. Practice reading the script out loud many times before reading in public. You do not need to memorize the script, but should know it almost well enough to speak it from memory.**
- 2. Stand close enough to the microphone for it to pick up your voice, but do not touch the mic with your lips.**
- 3. Position the microphone at your chin level so that “p” and “b” sounds will not explode into the microphone. Remember: twist left for “loosy” and right for “tighty.”**
- 4. Stand at the microphone and look out at your audience. Wait until you see at least five people looking at you and until everyone is quiet. If they are not quiet, ask them to get quiet. It helps to get the audience’s attention if you raise your eyebrows and smile confidently.**
- 5. While reading, hold the script in front of the microphone and below your chin so the audience can see your mouth as you speak.**
- 6. Take deep breaths and project a strong voice into the microphone. Listen to your voice coming out of the speakers and adjust louder or softer as necessary.**
- 7. Speak slowly and clearly and say all the sounds--especially the ends of words. Open your mouth wide and tall for vowels. Put extra energy into “soft” consonants like c, f, h, l, m, n, ng, th, v, w, and z. Put less energy into “hard” consonant like b, d, k, p, q, t, and x.**
- 8. Remember to give enough time for your voice to echo around the room. If you speak at your normal speed, the audience will only hear garbled noise from the speakers.**
- 9. Look up occasionally during your reading and establish eye contact with someone in the audience.**
- 10. When finished, look up confidently and smile to show thanks for the audience’s attention, then walk away with dignity.**

Example of saying all the sounds slowly and clearly, emphasizing “soft” consonants:

Reading: “Dr. Martin Luther King, Jr. was a freedom fighter.”

Speaking: “dok-tor MMar-tiNN LLU-THur kiNG, juNN-your OOahZZ a FFree-doMM FFi-ter.”