## **Don't Blow Into The Microphone!**

Superintendents, as a rule, attend many meetings all year long, regular monthly Chapter meetings, business meetings, civic meetings . . . they are exposed to the microphone-amplifier-speaker system regularly, if not as the speaker, then as a member of the audience. The "Monster-Microphone" feelings of some superintendents may account for their reluctance to accept speaking engagements, talks they could handle comfortable if it weren't for the psychologically uneasy feeling they have about the microphone.

Knowing how to manage the microphone is half the battle for the amateur, occasional speaker, who often dreads the PA system more than he does the audience. If you suffer "mike fever," banish your fears by observing these do's and don'ts from **The Microphone**, a publication on the subject:

**Don't** blow into the mike to see if it is operating. **Do** test by counting "one . . .two . . .three."

**Do** turn away if you have to cough or clear your throat. **Don't** move away from the mike while speaking; it can't follow, so your voice may be lost.

**Don't** compensate for poor accoustics by turning up the volume. This may only disturb listeners.

**Don't** get too close to the microphone; this magnifies "s" sounds and causes booming. **Do** stand a foot away; speak over the top of the instrument or to one side of it—not directly into it.

**Don't** shuffle papers or handle the mike in any way. The slightest sounds may be amplified annoyingly.

"The day of the leather-lunged orator is over,"

the article declared. "Electronics has created a new method of public speaking. The relaxed 'fireside chat' technique is considered better taste than shouting at the audience throughout a speech. You can warm up your listeners by speaking in a friendly, conversational tone. When the time comes to drive a point, you may raise your voice—but back away from the mike when you do."



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