

# TIPS FOR STUDENT EMCEES

## 4-H/TROPICANA PUBLIC SPEAKING PROGRAM



### ✿ To feel “at ease”

If possible, familiarize yourself with the stage and podium ahead of time, so you will feel comfortable.

Locate your chair on stage.

### ✿ Microphone Tips

A microphone can be your best aid or your worst enemy. A microphone does not guarantee quality. Adjust the microphone to your height; the audience will wait. After you have adjusted the microphone, do not touch it again. Back away if it hums or if you get feedback.

A microphone test is conducted by speaking, not thumping, tapping, or blowing. This test should be conducted before you begin the program.

### ✿ Dress Tips

Carefully select your clothing so you can be comfortable and enjoy the speeches along with the rest of the audience.

Dress attractively and simply. Avoid clothing or accessories that detract from what you are saying. Solid colors or small patterns are better than large prints or plaids.

### ✿ Sitting on Stage

Keep your feet flat on the floor and close together. Never cross your legs. Use good posture.

Listen while others are speaking. Never go over your notes or rattle papers while the speech is being delivered. ATTENTIVENESS is important.

Forget yourself and your clothing; keep hands away from face and hair.

Be careful of facial expressions - - don't “make faces”. Remember, you are in full view of the audience.

Breathe deeply, it will help you relax.

## ✿ **Going to the Podium**

Walk naturally. Have your notes ready, well marked in large print, so you can read them at a glance. Take your time.

Wait for the audience to become quiet. Look at your audience before you speak each time. Use eye contact. Talk as though you were speaking to just one person.

## ✿ **Introducing the Speaker**

Talk with speakers beforehand. Be sure you have the correct pronunciation of each speaker's name.

Do not look at the speaker when making the introduction. Aim your remarks at the audience.

Pronounce the speaker's name correctly.

Announce the title of the speech and the school the speaker is representing. Remain standing until the speaker has taken his place. Assist with microphone and/or "riser" as needed.

## ✿ **Responding to the Speech**

Listen attentively to the speaker. At the end of the speech be prepared to ask a question or two in order to give the judges a chance to mark their judging sheet:

- Be careful not to ask questions that can be answered with just a "Yes" or "No".
- When asking a question, try not to give answer choices - - leave the question "open-ended" for speaker's response.
- Listen attentively to the answer, in case there is time for a follow up question.
- Say "Thank you" to the speaker, so both the audience and speaker know you are finished