

NOTES FOR SPEAKERS

You can assume that a typical u3a audience will include a significant number with some hearing loss who will follow your words by a combination of normal hearing, helped by their hearing aid and by reading your lips. Here's how to make sure they hear you, assuming that you are using a PA system or an induction loop or both.

A lapel Microphone is best, if you are using any other kind hold it close to your chin but not so as to obscure your lips, keep the distance fixed and speak normally. Keep your voice level as even as you can.

Face the audience, speak clearly and keep reasonably still. If you need to move, don't talk while you are moving.

Check that everyone can hear you and see you.

If you are using projected visual aids have your monitor in front of you so as to avoid turning your back on the audience to look at the screen.

If you invite questions from the audience some of them will not be able to hear the question from the floor, repeat the question before answering it.

If you are using a printed text as part of your presentation, consider offering copies for those who need them.

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