



Speak with Confidence: Public Speaking Skills for Association Executives

with Grant and K'ai Roberts Fu, Magnus Media Group Video Production

Monday, April 13 10:45am-11:45am Room: Garden 1

For answers, email K'ai at kai@magnusmediagroup.com

Section 1: Mindset

What are three reasons to work on your speaking skills?

- _____
- _____
- _____

Number one mindset tip: You are there to _____

Mic use is an _____ issue.

Section 2: Microphones

Mics pick up sound in two primary ways:

_____ and _____ - directional



Handheld mics

Handheld mics are usually _____ directional

When using a handheld DO:

- _____
- _____



What are two things NOT to do when using a handheld?

- _____
- _____

Podium mics

Podium mics are usually _____ directional

When using a podium mic take time to _____ the _____ before you start

Lapel or Lavalier mics

Lapel mics are usually _____ directional

When using a lapel mic:

- Don't walk where? _____
- Don't emphasize by _____

Headset mics

Headset mics are usually _____ directional

Speaking

What is the most basic tip for speaking in public: _____

Vocal pacing means adding _____ between phrases

If a room has slapback or echo, what do you need to do? _____



Stagecraft:

Movement

What is the number one rule of stagecraft, when it comes to movement? _____

Preparation

The most important thing to remember about rehearsing it to practice _____

The best time to rehearse is _____ the day of the event

Tech Checks

Three things to do during a tech check that stood out to you:

- _____
- _____
- _____

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