

Using the Lectern Microphone – Quick Guide

This guide aims to help ensure everyone can hear the reading clearly. Readers are encouraged to adjust the microphone before they begin.

1. Before You Start

- Adjust the height and angle so the microphone is level with your mouth.
- Aim for a distance of around 6–8 inches (about a handspan).

2. While Reading

- Face the microphone and keep your mouth pointed towards it.
- Maintain a steady distance (avoid leaning in and out or turning away).
- Speak clearly, and a little slower than normal conversation.

3. Volume

- Louder voices: step back slightly.
- Softer voices: stay a little closer.

Tom Jarrett advises:

“Project your voice as if you are speaking to someone in the back row.”

“If you would like a sound check or quick run-through beforehand, please ask the person on the sound desk.”