

# COMMUNICATION TECHNIQUES

## Body Language

On the way to the lectern your body should be strong, certain, relaxed. Move with authority. Reflect the importance of your task. DON'T BE IN A HURRY.

At the lectern do not give the impression of casualness. Both feet should be firmly planted on the floor. Hands may be placed on the lectern, but without leaning. Your body should be straight, but not rigid. Again, in leaving, don't rush away.

## Vocal Elements

**Pace:** A slower pace will help the assembly understand the reading, so SLOW DOWN! Slowness for the lector means roughly half the speed of regular conversation. Make appropriate pauses. Speak carefully, and slowly.

**Volume:** Breathing: Take good deep breaths. Breathe from the diaphragm. The Microphone: Every mike is different. Try out the one you will be using. Be especially careful with sounds that explode, like "p" and "b".

**Projection:** You must project to the back rows. This involves having the intention of reaching that area, with or without a mike. Watch the reaction of your listeners. Their body language will show you if they can hear.

**Articulation:** This involves the pronunciation of the consonants with emphasis on the final consonants. Differentiate between "d" and "t", between "g" and "k", between "n" and "m". Avoid the tendency to drop the voice at the end of sentences. The normal downward inflection must not be accompanied by a decrease in energy or volume. Maintain volume and projection.

**Emphasis:** Every reading will have several important phrases or verbs which should be stressed. Determine in advance the words you wish to emphasize.

**Eye Contact:** You are not reading to the assembly; you are PROCLAIMING THE SCRIPTURE and demanding their personal involvement. Sharing the Word means true eye-to-eye contact with the assembly. Eye contact does not pay off if you do it just anywhere in the sentence. It is most effective when it comes at the end of a thought or sentence. As you finish the last phrase or word, make the eye contact that invites the personal involvement of your listeners.