



NAFAS – Speakers

Handy Hints for Members

Reading Reports

What to consider before reading a report

- Decide what you need to read aloud and what can be communicated in a different way e.g. emailed, put on a noticeboard or included in a newsletter.
- Decide if a report / notice has to be read out at a specific event e.g. deadlines, ticket ordering, Christmas breaks?
- Liaise with other speakers to ensure that the right person gives out the information and that you avoid repetition of news and announcements.
- Consider how much time there is for reports and notices.
- Decide if the report has to be read verbatim or if it would be more powerful to mention just the key information such as price, place, date, time, presenter and how to sign up.

Before you start

- Practice by reading aloud to get familiar with the content.
- If necessary write words / names down phonetically.
- Make a mark where pauses are needed or where you need to take a breath.
- Print reports in a large font. Remember your glasses.
- Use a highlighter pen or underline important elements.
- If available, put your notes on a lectern. If not hold the report with one hand and use the thumb of the other hand to keep your place. If you use cards, number them and string them together.
- If using a microphone, do a sound check before the event starts, ideally before the audience arrives.

Style of delivery

- Speak clearly with energy and passion. Adopt an appropriate pace and articulate well.
- Stand up to be seen and show authority.
- If you have to sit, be as upright as possible.
- Make eye contact. Know your first and last sentence.
- **Read the words, look at the audience and then deliver i.e. speak to the audience rather than the lectern, report, ceiling or floor.**
- Don't apologise for mistakes. If important, read the whole line again. If not, move on.