

SUPPLEMENT 1

Appearing Before An Audience

I. INTRODUCTION.

A. Your Appearance Is Important.

1. How you serve is just as important as what you do to serve.
2. How you serve may distract from what you are doing.

B. Your Appearance In All Your Service.

1. Regardless of what you are doing to serve, you will want to keep these principles of good appearance in mind.
2. Review Supplement 1 during each lesson. Each act of public service requires good public appearance.

C. Your Appearance Expresses.

1. What we say - *words*.
2. How we say it - *tones*.
3. How we act when we say it - *gestures* and *posture*.

II. YOUR APPEARANCE.

A. Be Heard.

1. Pitch - raise and lower your voice when possible.
2. Rate - do not speak too fast or too slow.
3. Pause - pause, but avoid vocalized pauses like “uhhh,” “ahhh”, or “mmmh.”
4. Volume - face the audience with your head up. Open your mouth and project, speak up, and speak out. Use volume. Use a microphone when possible.
5. Enunciation, pronunciation, and articulation - avoid poor production of sounds in the mouth.
6. Fluency - the flow of words should be smooth.
7. Vocal variety - avoid a monotone delivery.
8. Overall: speak loudly enough to be heard, slowly enough to be understood, and smoothly enough so as not to call attention away from your duties.

B. Be Active.

1. Gestures – move your head, arms, and hands in a natural manner.
2. Eye contact - make eye contact with each member of the audience. The audience may question your sincerity or interest in them if you do not look right at them. Avoid looking at the ceiling or floor. Look right at the audience while you are serving them: before, during, and after the service you perform. If the audience does not believe that you are interested in them, they will not be interested in what you are saying or doing.

3. Facial expressions - appropriate to the point being made.
4. Body movement - stand up straight (but not stiff) with arms at the side is a good natural position (but not careless). Avoid unnatural positions like squirming, tugging at clothes, hands in pockets or on hips, standing on one leg, rocking back and forth, glued to the pulpit, draped over the pulpit, etc. Step to your duty with alertness, determination, and in haste. Do not drag your feet.
5. Overall: use appropriate, natural hand gestures, eye contact, facial expressions, and body movements when possible. Small movements attract attention and excitement. Avoid standing still when possible.

C. Be Friendly.

1. Smile while you serve.
2. You must be reverent and serious throughout your service, but you shouldn't look like you are upset or bored.

D. Be Yourself.

1. Develop your own skills and do not try to copy someone else's style.

E. Be Orderly.

1. Avoid distractions - anything that would keep the audience from listening to you or from participating and concentrating in the worship service.
2. Be careful what clothes you wear. Would you wear the same clothes to a banquet, funeral, or wedding that you wear to the church building? If not, then change your clothes. Do not dress in a sloppy manner to serve. Do not wear clothes with large letters, logos, or symbols that may distract from your service.
3. Don't feel that you have to apologize for every mistake you make or explain your mistakes in detail. Correct your mistakes without drawing much attention to them.

III. CONCLUSION.

- A. Let's Go Out Now and Present Ourselves Properly to Those Whom We Serve.
- B. Class motto: "I Will Try To Do Better!"