



Success Up Front™: **How to Excel as Master of Ceremony**

Course Objective

This 2-day intensive programme will help participants to acquire basic master of ceremony skills in order to become confident and stylish emcees.

Course Methodology

Sharing by the trainer takes up only 20% of total class time. The remaining class time will be utilized for exercises, individual practice and coaching.

Course Syllabus

<i>Module 1</i> Introduction, Types of Ceremonies	What is an emcee? What are the different types of ceremonies? What are the opportunities to be a professional emcee?
<i>Module 2</i> Gaining Confidence	How to overcome nervousness while one is up front? What kinds of preparation may help?
<i>Module 3</i> Script & Protocol	Choosing the correct script format, selecting the best font size & spacing, using note cards vs full sheets of paper, steps to prevent mishaps relating to the script, the protocols suitable for formal and informal functions
<i>Module 4</i> The Voice I	How to speak more clearly and fluently, how to breath correctly, what kinds of mouth exercises to do, what is the optimal speaking rate, how to read from the script while avoiding the impression of reading
<i>Module 5</i> The Voice II	How to use different kinds of intonation for different functions, how a few simple tricks will enable one to dramatically improve one's overall English pronunciation, words commonly mispronounced by emcees
<i>Module 6</i> Rostrum & Microphone	Types of rostrums and microphones, how to handle them and use them to one's advantage
<i>Module 7</i> Body Language, Dressing & Grooming	Incorporating hand gestures, stance, facial expressions & eye contact, dressing & grooming appropriately
<i>Module 8</i> Additional Matters	What to do when there are 2 emcees (alternating), additional do's and don'ts and things to watch out for