

Using Your Speaking Voice More Effectively

1. Important factors in communication
 - a. Body language
 - i. Most important when in person, but irrelevant over the phone
 - b. Voice
 - i. 40% of presentation impact based on the sound of your voice
 - c. Content
 - i. Only important if the above allow
2. Awareness
 - a. What does your voice sound like?
 - b. Is it effective? Does it help you or hurt you? How do you know?
 - c. Have you ever recorded your voice and listened to it like others hear it?
 - d. Offer to record anyone after the session
3. Setup participation
 - a. Pair off by twos
 - b. Set expectations that everyone will participate
 - c. Think of something that you can talk about for 30 seconds
4. Breathing
 - a. Chest versus diaphragmatic
 - i. Athlete - chest breathing best
 - ii. Speaker/singer – diaphragmatic breathing best
 - b. Get everyone to do chest breathing
 - i. Shallow and high
 - c. Get everyone to do diaphragmatic breathing
 - i. Open and deep
 - ii. Make sure throat is open (yawn-sigh)
 - d. Partners talk to each other
 - i. First #1 talks and #2 listens
 - e. #1 first talks with shallow chest breathing, the with better diaphragmatic breathing
 - f. #2 gives feedback on voice effectiveness of each
 - g. Then switch #1 and #2 roles
5. Posture
 - a. Impact on diaphragmatic breathing
 - b. Everybody lean back in your chair and try to do diaphragmatic breathing
 - c. Have everyone breathe, slouch, and speak
 - d. Connect posture to breathing and to resonance
6. Pitch
 - a. Demonstrate too low & too high voice
 - b. How to determine your optimal speaking pitch
 - i. Um-hmm
 - ii. Spontaneous laugh
 - iii. Shout across the room
 - c. Partners help each other determine optimum pitch (I wander from group to group)
 - d. Demonstrate speaking in my optimal range
 - e. Partners help each other speak in their optimal range
 - f. Partners experiment in optimal range versus lower & higher
 - g. Mention and demo varying your pitch
7. Resonance
 - a. Reinforce open throat breathing
 - b. Partners experiment with mostly closed mouth versus larger opening with feedback
 - c. Impact of smile on resonance
8. Registers
 - a. Chest voice
 - b. Head voice
 - c. Know when to use each
 - d. Know how to mix them
9. Tension
 - a. Have everyone breathe, tense, & speak
 - b. Have everyone breathe, relax, & speak
 - c. Find your tension spot & relax it
 - d. Intensity without tension
 - e. Show how motion reduces tension
10. Speed of delivery
 - a. Fast, slow, and varied
 - b. Fast for excitement
 - c. Slow for calming
 - d. Deliberate change for big point
 - e. Effectiveness of varied speed (the monotone effect but with speed)
11. Diction
 - a. Importance of consonants – passion
 - b. Importance of vowels - comfort
 - c. Importance of delivery speed
 - d. Closed mouth versus open mouth drill with partners

12. Vocal health

- a. Hydration
 - i. Describe lubrication biology
 - ii. Describe optimal daily hydration
 - iii. Identify good fluids
- b. Bad fluids
 - i. Caffeine
 - ii. Alcohol
 - iii. Spicy foods
 - iv. Milk products
- c. Smoking
- d. Rest/fatigue
- e. Drugs
 - i. Antihistamines
 - ii. Diuretics
- f. Throat clearing
- g. Warm-ups
- h. Practice good habits every day