

VOICE GUIDE

4 TIPS FOR SPEAKING WITH CLARITY AND CONFIDENCE

1. BREATHE FROM YOUR DIAPHRAGM

Why? Correct breathing supports a strong and steady voice, and prevents strain.

How? Inhale deeply through the nose and imagine inflating a “balloon” in your tummy. Relax your abdomen, shoulders and chest, and let just the tummy/back rise and fall naturally back.

Inhale for 4 seconds, and exhale as if blowing out candles

*** this is great before meetings or presentations to ground your voice!**

2. OPEN YOUR MOUTH WHEN YOU SPEAK

Why? Sounds silly, right? Articulation and Clarity improve when all the muscles used in speaking are engaged. This includes the jaw, lips and tongue.

How? Say the following 3 times, each progressively faster while maintaining clarity.

“Big black boots bounce beautifully”

***this is also a great exercise for speakers of English as a second language**

3. USE VOCAL VARIETY

This means using variations in pitch, volume, rate as you speak.

Why? It will add interest, hold your listeners attention and make you sound more confident when you speak.

How? Say “I didn’t know he could do that” 5 different ways.

Vary your pitch, rate and volume

(i.e. say it in your high voice, your low voice, fast, slow, loud, soft, pick out a word that is louder, quieter, faster, or slower.. just different then the rest!)

4. Resonate!

This means to let the sound come out with volume, but without tension.

Why? Using resonance helps to project your voice with ease. You will sound *and feel* less tension, and more “full” sounding.

How? Hum “hmmm” with the least amount to tension in your throat. Say it very relaxed. Next try “mom” very slowly, stretching out the “m” sounds until you feel vibration at your lips. This will help with a forward resonance

***using resonance can help you command a room without force**