Use of the Voice

Ideal vocal behavior is:

Audible, comprehensible and sonorous.

Vocal qualities of confidence:

- **Volume:**
  - Speak loudly enough to be heard but don’t shout.
  - Modulate your volume for dramatic effect.
- **Pitch:**
  - Find your ideal pitch (it varies from person to person) and practice using it.
  - Place your voice using a mixture of face and chest resonance.
  - Use inflection to make your meaning clear and to keep your audience engaged.
- **Tone:**
  - Watch vocal tension and nasality – both are hard to listen to.
  - Use open, round tones that are rich in quality, not a squeaky or breathy voice.
  - Use emphasis now and then to clarify meaning or make a point.
  - Let your tone reflect your passion for your subject. If you believe in what you are saying, your voice will reflect it.
- **Pace:**
  - Moderate your pace – not so fast that they can’t understand you, not so slow that they lose interest.
  - Use pauses now and then to engage dramatic interest and allow the audience to absorb an important point.
  - Use punctuation to help create meaning – don’t forget commas and periods when speaking.
  - Change up the pace now and then to hold attention.
- **Diction:**
  - Use consonants and vowels effectively in order to be understood.
  - Identify regionalisms in your speech that may be unattractive and remove them.
  - If you have an accent, you don’t have to remove it entirely, but soften it enough that you can be understood. This may take private training.
- **Fillers:**
  - Eliminate unnecessary non words including: like, um, you know, man.