



Speak for Success!



Five Tips for Making Your Voice Your Most Powerful Professional Tool



1. Vocal Power:

A strong dynamic voice is essential to effective public speaking. Your breath is the power behind your voice. Breathe from your abdomen, not your chest, and practice controlling your breath support as you speak.

One simple exercise for you to do is to breathe in for the count of three and exhale for the count of five. Try this slowly three times. Then inhale and on the exhalation count to 15. If you run out of air before you achieve a count of 15- not to worry- Keep practicing. If you successfully counted to 15 then count to 20 or as far as you can go.



2. Clarity Counts:

It doesn't matter how strong your message is if the audience can't understand you! Make sure to pronounce every sound in each word.

For example- practice saying MOST instead of Mos', or DON'T instead of Don'.

There are many words that differ in just the final sound- see examples to practice below:

Tray- trade

Pose- poem



3. Strategic Pausing:

Sometimes silence speaks louder than words. A well-timed pause can emphasize your key points and give your audience a chance to fully absorb your message.

Try to pause for a moment between your first and last name.

Example-My name is Jayne / Latz. This gives the listener time to process what you said. Go ahead and practice this with your name and company name. You can even try stating your business title as well.



4. Body Language:

Did you know that up to 90% of communication is non-verbal? Make sure your gestures, posture, and eye contact convey confidence, energy, and professionalism.

Have a colleague video record you giving an introduction or a two minute speech.

What is your body saying about you? Are you fidgeting? Have a colleague video record you giving an introduction or a two minute speech. What is your body saying about you? Are you fidgeting? Are you looking up or down or at the camera? There are many nervous ticks that many people aren't even aware they are doing until they record themselves. By recording yourself you will increase your awareness.



5. Eliminate Filler Words:

Fillers like, “uh”, “um”, “like”, and “you know” can make you seem insecure and unprofessional. Try to keep your filler usage to no more than two fillers every two minutes. Record yourself! Note your pattern.



Practice these exercisers to get started on your communication success.

For more information on how our tailored training programs can develop your professional communication and set you up for success, feel free to reach out to us at the contact details provided below.

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