

Chapter 5.18: Controlling the Voice



The Voice- Your Instrument

- Your voice is a powerful instrument of expression that should express who you are and convey your message in a way that engages listeners.
 - Indicates your confidence and whether the audience perceives you to be in control of the situation.
 - Vocal elements include: volume, pitch, rate, pauses, vocal variety, and pronunciation and articulation.

Volume

- Volume, is the relative loudness of a speaker's voice while giving a speech.
 - Proper volume when delivering a speech is somewhat louder than a normal conversation.
 - How much louder depends on: 1) size of the room & number of people in the audience; 2) whether or not you use a microphone; 3) level of background noise.
- Volume affects credibility

Pitch

- Pitch is the range of sounds from high to low (or vice versa).
 - Determined by the number of vibrations per unit of time; the more vibrations per unit, the higher the pitch.
- Vary your intonation
 - Intonation is the rising and falling of vocal pitch across phrases and sentences.
- Pitch conveys your mood, reveals your level of enthusiasm, expresses your concern for the audience, and signals your overall commitment to the occasion.
 - Avoid the monotone voice!

Do, Re, Mi, Fa, So, La, Ti

Do, a deer, a female deer

Re, a drop of golden sun

Mi, a name I call myself

Fa, a long, long way to run

So, a needle pulling thread

La, a note to follow Sol

Ti, a drink with jam and bread

That will bring us back to **do** (oh-oh-oh)

<http://www.youtube.com/watch?v=Bw7IxdIL7NI>

Rate

- The speaking rate is the pace at which you convey the speech.
 - Normal rate of speech for adults is estimated to be between 120-150 words per minute.
 - Typical speech occurs at a rate slightly below 120 words per minute.
- Varying your speaking rate is the most effective way to hold your audience's attention.
 - A slow rate indicates thoughtfulness, seriousness, concern, etc.
 - A fast pace indicates excitement, happiness, adventure.

Pauses

- Pauses enhance meaning by providing a type of punctuation, emphasizing a point, drawing attention to a thought, or allowing listeners a moment to contemplate what is said.
 - Many novice speakers are uncomfortable with pauses.
 - Pauses can make a speech effective; not always a social stigma.
- It is a tendency to cover pauses with vocal fillers.
 - “Uh,” “hmm,” “you know,” “I mean,” “it’s like,” and “anyways”

Strive for Vocal Variety

- The vocal elements volume, pitch, rate and pauses—work together to create an effective delivery.
 - Key to effective vocal delivery is to vary all of these elements, thereby demonstrating vocal variety.



Pronunciation and Articulation

- Few things distract an audience more than improper pronunciation or unclear articulation of words.
 - Pronunciation is the correct formation of word sounds.
 - Articulation is the clarity or forcefulness with which the sounds are made, regardless of whether they are pronounced correctly.
 - You can articulate clearly but pronounce incorrectly
 - Good articulation betrays poor pronunciation
 - Articulation problems can be a matter of habit (wearing orthodontics, tongue twist)

Patterns of poor articulation

- Mumbling- slurring words together at a very low level of volume and pitch so that they are barely audible.
- Lazy speech is sometimes the cause of this problem.
 - Ex. Saying “fer” for “far” “gonna” instead of “going to”
- Poor articulation can be overcome by practicing and learning the problem behavior
- Use dialect with care
 - Dialect is a distinctive way of speaking associated with a particular region or social group

Chapter 5.19: Using the Body



Pay Attention to Body Language

- Audience members evaluate messages sent by your facial expressions, eye behavior, gestures, and general body movements.
 - Audience reads your body language



Functions of Nonverbal Communication in Delivery

- Clarify verbal messages
 - The impact of the verbal component of your speech—what you say, depends largely on your vocal and bodily actions while saying it.
- Facilitate feedback
 - Listeners use a host of body cues
 - Being alert to feedback and responding is critical
- Establish relationships between speaker and audience
 - How you position yourself allows you to adjust your relationship with audience.
- Establish speaker credibility
 - Emphasize vocal variety, eye contact, nodding at listeners, and standing with an open body posture.
 - Audience more likely to respond positive to speakers whom they perceive to be well dressed and attractive.

Body Language



- Animate facial expressions
 - SMILE! Great way for building rapport
- Maintain eye contact
 - Look at most people in audience by scanning.
- Use gestures that feel natural.
- Be aware of general body movement
 - Don't be a talking head!
- Dress appropriately

Practice the Delivery

- Focus on the message
- Record the speech
 - Tape recorded, camcorder
- Be prepared to revise speaking notes
- Practice under realistic conditions
- Time your speech
- Plan ahead and practice often (page 152)