

Public Speaking

Duration: 1 Day

The Vocal Skills teaches how to develop a confident, authoritative and vital voice in a range of speaking situations. It will enable individuals to analyse their speaking voices and establish what aspects they wish to improve. The advice and information are relevant not just to public speaking events but also to numerous other situations such as interviews, meetings and speaking on the telephone.

Your Voice

- Introduction
- Factors affecting your voice
- What makes an effective voice?
- How the voice complements the communication process
- Why the spoken word differs from the written word

How Your Voice Works

- The act of speech
- Voice production
- Posture
- Breath management

Being Heard

- Volume and Projection
- Projection Exercise
- Target the Voice
- Exploring the relationship between volume and projection

Variety in Speech

- Why is variety important?
- The Essential Elements:
 - Pitch
 - Pace
 - Pauses
 - Volume
 - Word Emphasis

Clarity in Speech

- Sustaining the vocal energy throughout the phrase
- Why clear speech is important
- Maximum impact with minimum effort
- Advice for those who speak English as a second language

Microphone Techniques

- What a microphone will and will not do
- When to use a microphone
- Tips on using a microphone

Voice Care and Development

- How to look after/develop your voice
- Exercise for relaxing the throat/neck/jaw

Other Key Considerations

- The 'th' sound
- Tips for meetings
- Assessment Sheet