Pre-Work Vocal Techniques to Engage Participants

One of the greatest training engagement resources you have is your voice! Vocal tone, intonation, stress and speech rhythm of a speaker can predict important interaction outcomes. Voice affects the listener's perception of liking a person as well as the credibility of what is said. It also plays a key part in comprehension, persuasion, and the perception of a quality interaction.¹

To prepare for our session, please listen to two speaking examples <u>without</u> the visual, e.g. radio broadcast, YouTube video, TV announcer, etc. Rate their vocal characteristics using the Example 1 and Example 2 columns.

In addition, prepare a one-minute welcome and introduction of yourself to class participants. If you wish, you may record, listen to, and rate your own voice. You will deliver your welcome and introduction live in a small group (cohort) during our session on May 16th. See the following worksheet to help you prepare.

| | | Pre-work for ATD-MAC Session on May 16th | | |
|----|-------------------------------|--|-----------|------------|
| | Vocal Characteristics | Example 1 | Example 2 | Your Voice |
| 1. | Rate—speed and pace | | | |
| | A. Too fast | | | |
| | B. Too slow | | | |
| | C. Just right | | | |
| 2. | Volume—vocal intensity | | | |
| | A. Too loud | | | |
| | B. Too soft | | | |
| | C. Just right | | | |
| 3. | Pitch—high and low sounds | | | |
| | A. Too high | | | |
| | B. Too low | | | |
| | C. Just right | | | |
| 4. | Inflection—variation of pitch | | | |
| | A. Too much | | | |
| | B. Not enough | | | |
| | C. Just right | | | |
| 5. | Enunciation—pronunciation | | | |
| | A. Overdone—not natural | | | |
| | sounding | | | |
| | B. Not enough—slurred words | | | |
| | C. Just right | | | |
| 6. | Vocal Variety—range of rate, | | | |
| | volume and pitch | | | |
| | A. Too much; made it | | | |
| | distracting | | | |
| | B. Not enough; monotone | | | |
| | C. Just right | | | |

Highly effective speakers are aware of these characteristic and continue to home their skills!

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¹ The Universal/Generic Voice

Pre-work: Welcome and Introduction

Create a one-minute welcome and introduction of yourself as if you were introducing a live online course to participants. You may want to include the name of the course, objectives, and perhaps some agenda items. Use the space below to outline your welcome and introduction. You'll be delivering this live during our session on May 16th.



Vocal Tips and Best Practices

- Breathe deeply and use full lung capacity to support your voice; it will become stronger, richer, and fuller.
- Record your voice while you read aloud a passage from a book three different times. Each time vary the tone, volume, pace, and pitch. Listen to the recording to identify your effective techniques.
- To become a better speaker, be a better listener. Become aware of the effective techniques of other speakers and incorporate them into your own.
- When speaking, become aware of any tendencies to use "ummm," "uh," or other distractors.
- o Before any important speaking situation, it is beneficial to warm-up your voice.
- Be aware of your posture. Stand or sit up straight. Avoid tight clothing.
- When participating in a webinar or online training, notice what practices engage you and when you are not engaged.

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