

# Vocal Preparation: Instrumental To Your Success



You can spend a lot of time figuring out how to best present your content, but you might be overlooking a key aspect of any presentation – your voice.

The performance of your voice can either make or break your entire presentation. As a public speaker, your voice is an instrument of your success. Therefore, you must learn how to take care of it and adequately prepare it before any presentation.

## 5 WAYS TO PREPARE YOUR VOICE

### 1. Work on the volume of your voice

Many presenters fail to pay attention to their vocal volume, yet it plays a pivotal role in any presentation. Before going onstage, try to understand the limits of your voice by practicing. Do not shout during your presentation, but you need to be audible enough for the people furthest away from you to clearly hear without having to strain.

### 2. Know and practice your speaking rate

Depending on your voice, you need to learn how to speak at a rate that will enable your audience to understand what you're saying. Your speaking rate has a great impact on your presentation. It sets the level of interest and engagement.

For instance, slow down when you want to focus on an important point. You may even want to slightly change your tone for emphasis. Taking pauses while presenting (e.g., when changing subjects) also helps make the presentation more authentic and interesting.

### 3. Avoid nervousness and remain calm

Unfortunately, when you're nervous, the first thing that shows is your voice. Anxiety causes muscle tension and shallow breathing, thus exerting undue pressure on your vocal cords. Having a weak, squeaky voice reduces the quality of your presentation. Before presenting, ensure that you are calm and confident.

### 4. Embrace good posture habits

Posture has a direct relationship with your voice. If you stand improperly, it becomes difficult to effectively project your voice. Therefore, your audience will be unable to hear you well. Standing properly will allow more air to freely move from your lungs and boost your voice.

### 5. Avoid foods or drinks that will compromise your voice

Stay away from alcohol, which can potentially have a negative effect on your voice. Fatty foods, dairy, and excessive salt can also hinder your ability to project a strong, clear voice. To better prepare your voice, drink lots of water.

Which vocal preparations are you going to make before your next presentation?