

**A POCKET
GUIDE TO
PUBLIC
SPEAKING
4TH EDITION**

Chapter 18

Controlling the Voice

Adjust Your Speaking Volume

- Volume
 - ▶ Relative loudness of a speaker's voice
 - ▶ Most obvious vocal element
- Proper speech volume
 - ▶ Somewhat louder than normal conversation

Adjust Your Speaking Volume (cont.)

- Three factors affect ideal speech volume:
 - ▶ Size of the room and audience
 - ▶ Whether you use a microphone
 - ▶ Level of background noise
- Be sure listeners can hear you.
 - ▶ Adjust your volume as needed.

Vary Your Intonation

- Pitch
 - ▶ Range of sounds from high to low
 - ▶ Affects the meaning of spoken words
- Intonation
 - ▶ Rising and falling of vocal pitch
 - ▶ Different types convey different meanings

Vary Your Intonation (cont.)

- Pitch conveys your
 - ▶ Mood;
 - ▶ Level of enthusiasm;
 - ▶ Concern for the audience;
 - ▶ Overall commitment to the occasion.
- Vary your pitch to avoid monotony.

Adjust Your Speaking Rate

- Speaking rate
 - ▶ Pace at which you convey speech
 - ▶ Normally 120-150 words per minute
- Pay attention to the audience's reactions.
 - ▶ Speaking too slowly bores listeners.
 - ▶ Speaking too quickly can be confusing.

Use Strategic Pauses

- Pauses enhance meaning by
 - ▶ Providing a type of punctuation;
 - ▶ Emphasizing a point;
 - ▶ Drawing attention to a thought;
 - ▶ Allowing listeners to contemplate a point.
- Speakers and listeners both need pauses.

Strive for Vocal Variety



- Vocal elements should work together to create vocal variety.
 - ▶ Vary the elements with enthusiasm.

Carefully Pronounce and Articulate Words

- Pronunciation
 - ▶ Correct formulation of word sounds
- Articulation
 - ▶ Clarity with which sounds are made
- Incorrect pronunciation and articulation distract audiences.

Carefully Pronounce and Articulate Words (cont.)

- Mumbling
 - ▶ Common pattern of poor articulation
 - ▶ Slurring words together
 - ▶ Low level of volume and pitch
- Lazy speech
 - ▶ Common examples include *fer* and *wanna*

Carefully Pronounce and Articulate Words (cont.)

- Overcoming poor articulation:
 - ▶ Practice speaking more loudly.
 - ▶ Use emphatic pronunciation.
 - ▶ Put more effort into articulation.
 - ▶ Consciously try to say words correctly.
 - ▶ Practice clear and precise enunciation.

Use Dialect (Language Variation) with Care

- Dialect
 - ▶ Distinctive way of speaking
 - ▶ Associated with a region/social group
 - ▶ Examples: Cajun, Appalachian English, Ebonics
- Ensure you can be understood.
 - ▶ Use appropriate pronunciation and word usage.