

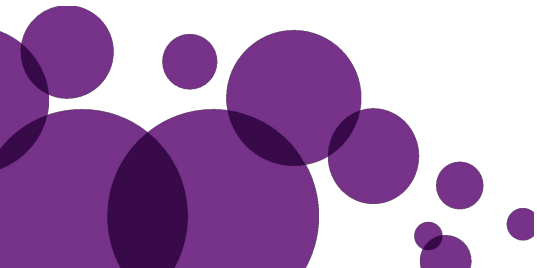
How to Project Your Voice

**ENABLE**



# Welcome!

## Your facilitator for today is



## Group Activity

What situations in the workplace might you need to be able to project your voice?

- Discuss your ideas in pairs and then write your answers on Post-It Notes and stick to the board

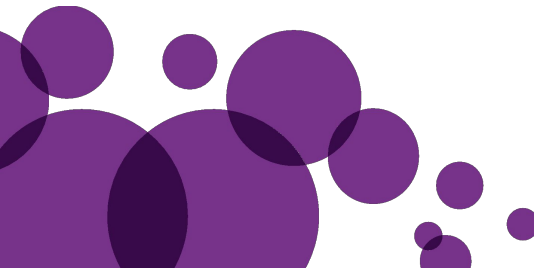
# Aims of the Session

1. Identify situations when voice projection is necessary
2. Understand the benefits of effective voice projection
3. Discuss techniques for effective voice projection
4. Practise voice projection

# What is Voice Projection?

It definitely isn't shouting!

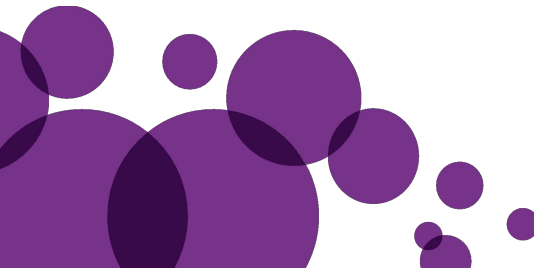
It's about using your breathing and voice correctly so that your message can be heard wherever you want it to be



# What is Voice Projection?

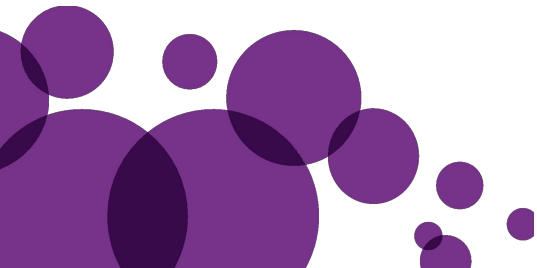
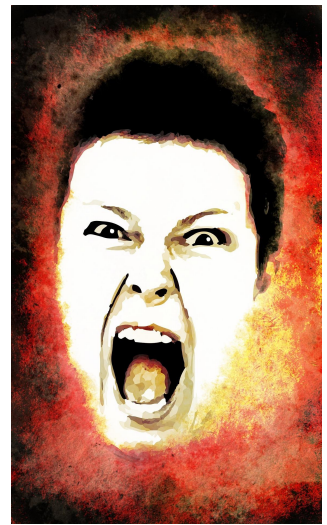
Don't forget the power of a whisper.

Think about stage actors who can whisper and yet the whole theatre can hear them.



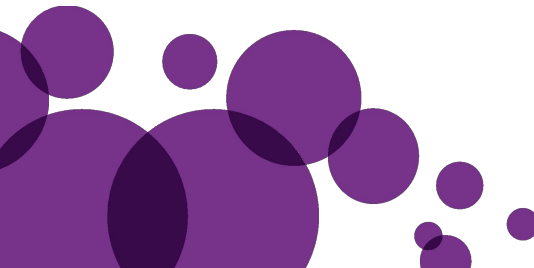
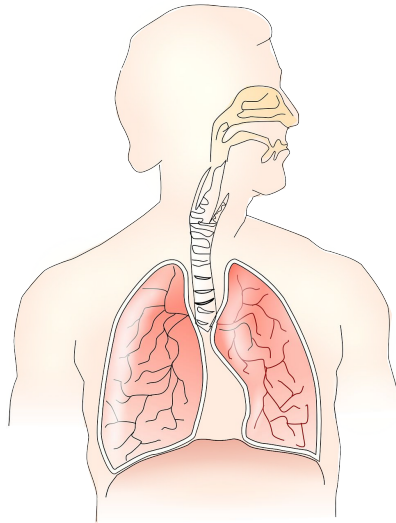


What happens if we shout too much?



# Why Don't People Project Properly?

What reason might each picture below suggest?



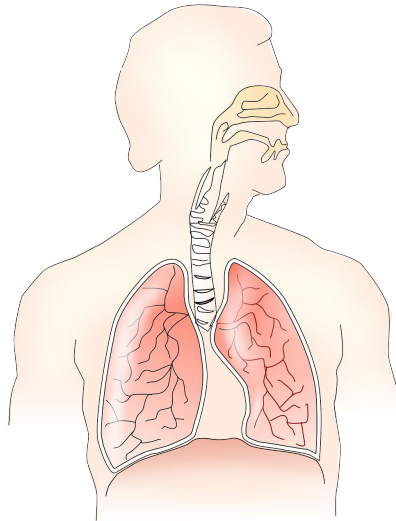


# Why Don't People Project Properly?

Lack of confidence



Not breathing correctly



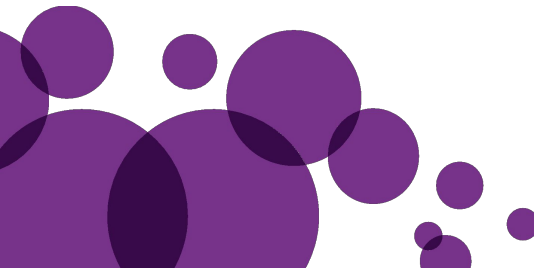
Poor posture



# Confidence

If you aren't confident with what you want to say, then you tend to say it quietly.

Ask yourself the questions on the next slide. If you answer yes to them, then you can feel confident in what you are saying.





Is what I want to say important?



Is this the right time to say it?



Am I saying it to the right people?



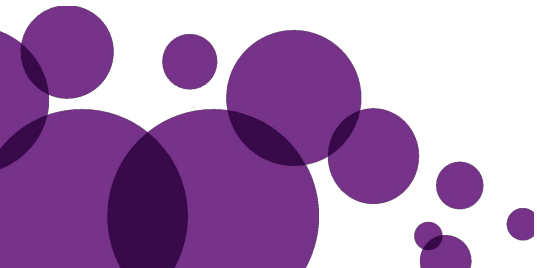
Is it correct/true?

# Posture

Standing up straight with your shoulders back can make a huge difference to the volume of your voice.

It also helps you feel more confident.

Keep this in mind when you want to project.

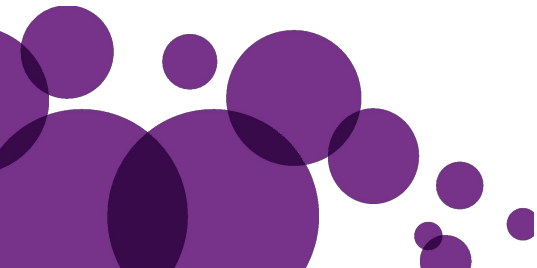


# Breathing Practise

Did you know that a large percentage of people don't breathe correctly?

# Breathing

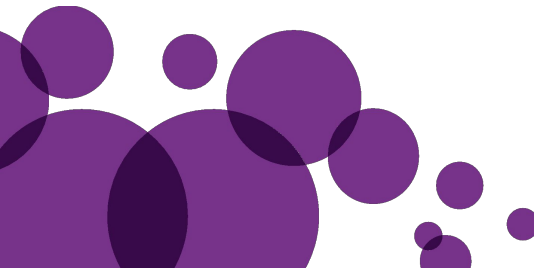
Many of us breathe using our chest when we should be using our diaphragm.



# Breathing

Watch this [video](#) on how to breathe correctly.

Now try the standing up breathing technique for 10 breaths.

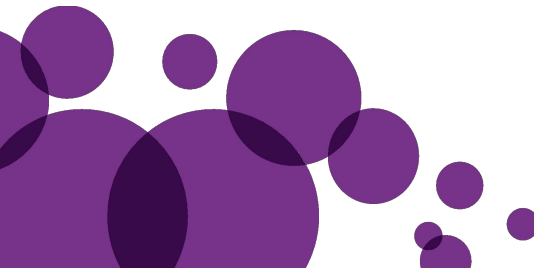


# Breathing & Speaking

Now try combining your breathing with saying the word 'ha'

Say it as loudly as you can but don't shout it

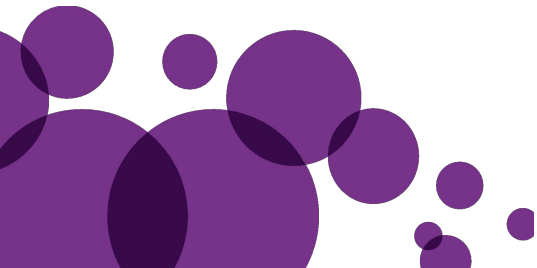
Remember the breath should come from your diaphragm





# Top Tips

1. Imagine the words are on your hand in front of your face and you are gently blowing them to another person
2. Don't look down while speaking
3. Exercise your jaw by moving it around in circular motions or do a big yawn
4. Focus on the last syllable of a word like the *g* in *driving* and make sure you fully pronounce it
5. Make eye contact with the person/people you are speaking to
6. Pick a point in the room to project to and visualise your words going to that point



# Voice Projection Activity

- Stand in pairs facing each other 2-3 metres apart.
- Look at the handout with the shopping list.
- Person A takes a deep breath (from their diaphragm) and then reads out as many items on the list as possible while releasing the breath.
- Person B then feedbacks to person A using the checklist.
- Repeat with person B.

# Pair Activity

- Stand in pairs facing each other a few steps apart. Label yourselves A and B.
- Person A says in a very soft voice how they travelled to the venue that day.
- They take two steps back and repeat again in a very soft voice.
- Keep repeating until person B cannot hear. Note roughly how far apart you are.
- Person B now does the same thing.



How  
important is  
silence?

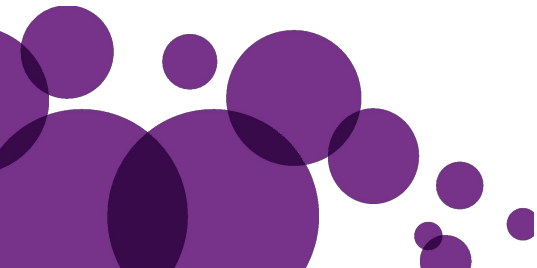
# Why is Silence Important?

- It allows people to think or reflect on what was just said
- It draws attention – sometimes more than noise
- It prepares people for an important point coming up
- It gives the audience and speaker a brief rest
- It indicates transition between points

**Make sure you use silence effectively when you are speaking.**


# Projecting in a Group Situation

- Take it in turns to come to the front and read out a fact in a whisper
  - use your breathing and projecting techniques
- The person at the back of the room should try to repeat back what you have said



# Did We Achieve Our Aims?

1. Identify situations when voice projection is necessary
2. Understand the benefits of effective voice projection
3. Discuss techniques for effective voice projection
4. Practise voice projection



What's one thing  
you will take away  
from this session?



Thank you!

