Public Presentation: Using Your Voice
Presented by Dr. Tamara Fudge
August 2, 2016 @ 8 pm ET
Kaplan University Writing Center

Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p11aosrsc5/
Overview

- Microphones
- Your environment
- Preparing what to say
- Vocal technique
- Vocal health
- Ways to avoid fear
- A few recommendations for speaking in person

This presentation focuses mostly on speaking/presenting online.
The Microphone

External
  - Headset (earpiece may be monophonic or stereo)
  - Desk-mounted

Does it plug into the sound card input or a USB port?

(Lander, n.d.)
The Microphone

External
- Headset (earpiece may be monophonic or stereo)
- Desk-mounted

Internal
- Laptop
- Webcam
- Smart phone

http://www.computerhope.com/issues/ch000650.htm
To check if your device has an internal microphone

(Lander, n.d.)
Audio Production

- Using the microphone:
  - Experiment with **distance**; typically best not too close to your mouth to avoid exploding consonants
  - **Position** the mic in the way it was intended

("15 Steps for recording at Home", 2013)

- Use your on-off switch if you have to cough

Audio Production
Using the microphone:

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("15 Steps for recording at Home", 2013)
Use your on-off switch if you have to cough.
Audio Production

Controlling the Environment:

- Use a room that has some natural **acoustic treatments** such as carpet, drapes, upholstered furniture, etc.
- Turn off fans, television, and any other **controllable noises**
- Avoid the middle of the room, where there are "standing waves"

("15 Steps for Recording at Home", 2013)
Preparation

Write a transcript
- Use friendly language
- Limit industry jargon, depending on your audience

Practice
- Exhibits professionalism

(Ciccarelli, 2015)

Seasoned speakers might not use a full transcript, but will at least develop a detailed outline.
More about transcripts

**Benefits:**
- Help to avoid unnecessary vocalizations or awkward silences
- Ensure staying on topic and covering all ideas

**Difficulties:**
- Practice enough that it does not seem like you are reading. Some deviance from the wording is okay.

Recorded presentations and materials sent to stakeholders need transcripts to meet **accessibility** requirements.
Your Voice

Three components:
- **Respiration** (breathing system)
- **Sound generation** (approximation of the vocal folds)
- **Resonation** (throat, mouth, tongue, etc. “shaping” the sounds)

(Sundberg, 2006)
Posture and Breathing

Three areas for breath intake

Clavicular

Thoracic

Abdominal

Focus effort on the **abdominal diaphragm**

Straighten your body **axis**
  - Spine
  - Head, jaw, chin position
Voice Control Factors

- **Placement**: natural resonance in the “mask”

- Variable elements:
  - **Volume**: loud ↔ soft
  - **Pitch**: high ↔ low
  - **Tempo**: fast ↔ slow

- **Inflection**: avoiding a monotone delivery by emphasizing appropriate words/phrases

**Voice Control Factors**

**Placement**: natural resonance in the “mask”

Variable elements:

- **Volume**: loud ↔ soft
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**Inflection**: avoiding a monotone delivery by emphasizing appropriate words/phrases

Work for balance
Voice Control Factors

Articulation (Clarity of consonants and vowels)
- Tongue
- Teeth
- Jaw/mouth

Pronunciation (Correct phoneme choices and syllabic emphases)
- Not sure? Look it up.
- Practice more difficult words.

Do not be too concerned with your regional accent.
No Fear

• Prepare your transcript or outline carefully.

• **Practice speaking** in front of a friend, your cat, and/or the mirror. Work on breath and voice control and especially practice the beginning of the presentation.

• **Practice with the technology.**

• Use a relaxation method. Ideas:
  - Moderate physical exercise like walking. Stretch.
  - Deep breathing, meditation.
  - Mental exercise like playing a calm game.

(Fudge, 2008)
No Fear

It is normal to:
- Feel uncomfortable with your first several attempts at speaking in public.
- Make mistakes. Even seasoned presenters will not be close to perfect!

Need extra help?
- Try Toastmasters: https://www.toastmasters.org/
- Talk to your physician.
Vocal Health

Abuses include but are not limited to:
- Yelling, shouting, forced sound
- Vocal fatigue
- Excessive harsh coughing and throat-clearing

Potential results:
- Nodules, and potential surgery
- Change in vocal quality/tone
- Temporary or permanent loss of voice

(LaPine, 2008)
**Vocal Health**

- Keep your voice healthy:
  - Practice good speaking habits (breath, posture, etc.)
  - Hydrate (drink water)
  - Limit alcohol intake
  - Do not smoke
  - Understand your medications
  - Avoid overuse and abuse
  - Get vocal rest

*Eat healthy foods, get enough sleep, find ways to lower stress, and listen to your doctor* (*Advice for Care of the Voice*, 2002)

Vocal Health

Keep your voice healthy:

Practice good speaking habits (breath, posture, etc.)

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("Advice for Care of the Voice", 2002).
When Presenting in Person

Consider:
- Your body language
- Appropriate dress
- Use of notes or an outline (do not simply read)
- Visual elements like PowerPoint
- Handouts
- Interaction (will depend on the kind of presentation)

(Swathi, 2015)
Thank you! Any Questions?
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References


For more writing support, connect with the KUWC’s new public webpage. You can actually Google and find this page. This is also a great way for you to stay connected to the Writing Center and the Academic Support Center through Twitter. Many of our resources are here as well.
Come visit the Academic Support Center. We can be found under the My Studies tab, then under Academic Support Center.
On the main Academic Support Center page, you will see the links to each center’s services and resources. Please update the text below to reflect your center’s services.

For the Writing Center, these include Live Tutoring, Paper Review Service, the Writing Reference Library, Citation Guidelines, Workshops, English Language Learner, and Fundamental writing help. Notice, you can access the Kaplan Guide to Successful Writing on the right hand side in both print and audio form.
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