

# Your Speaking Voice

Your audience judges you from the moment you stand up to speak. If you are dressed well and are neat and clean, their initial impression of you will be positive. However if your voice is squeaky, your words unintelligible, or your voice too loud, their positive impression quickly become negative. If you want to communicate effectively and positively influence your audience, you must pay special attention to your speaking voice.

## Elements of Vocal Variety.

These elements include: volume, pitch, speed, and tone.

### Volume

You always need to speak loud enough for all your audience to hear all you are saying. If you vary the volume to suit the different emotions and words in your speech, you will be making your speech more effective.

### Pitch

Pitch is how high or low a tone you use. High tones may indicate excitement or fright, or they may be when the speaker is emulating a woman or child. A low pitch may indicate sadness, gravity, or suspense, or when the speaker is emulating a man.

### Speed

A slow speed of speaking suggests slow action, or sadness, gravity, or suspense. A pause can be very effective in giving your audience time to think about what you have just said, before you change the subject. A fast speed suggests fast action in what you are describing. It may also signify joy or playfulness.

### Tone or Vocal Quality

Generally you strive for a pleasant tone that is easy to listen to. Your tone should help emphasize the emotion of your words (joy, anger, sadness, sarcasm, suspense, fear, etc.)

**For more information:** Visit a Toastmasters Club near you or check out the following 2 websites: [www.toastmasters.org](http://www.toastmasters.org) [www.toastmasters.bc.ca](http://www.toastmasters.bc.ca)

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