

Sandra McKnight a recognized Fortune 500 speech coach will help you build a voice that projects **Power, Confidence, Credibility** and **Persuasiveness**.

- Learn to use proper breathing techniques
- Speak clearly and distinctly at a easily understood rate of speech
- Project a rich, expressive and commanding voice

Listen in your car, home or hotel. Practicing for 15 minutes daily with our two, easy to understand, exercise cassettes will keep you warmed up and ready to speak powerfully and confidently.

Sandra McKnight is an internationally known voice and speech consultant, professional actress and owner of Voice Power Studios, located in Santa Fe, New Mexico.

She coaches Executives, CEO's, and business professionals in voice and performance skills for a wide array of public speaking situations. Her Santa Fe radio show, The Sounds of Success, has taught many how to use their voice to get what they want out of life.

In addition to Julliard School training in New York City and 15 years of voice/communication coaching experience, she brings over 20 years of performing experience in radio, TV, Stage and Film.

Her clients include: TRW, Inc. Intel Corp., Cedars-Sinai Hospital, Prudential Corp. UCLA, MCI Telecommunications and The Navajo Nation.

"My Voice has become a powerful tool in my ability to exude confidence and establish credibility in my public speaking persona."

-Stephen Ammerman, MD Los Angeles, Calif.

"The coaching of Sandra in our oral proposal presentation was instrumental in our winning a most significant contract.

-Jim Lozito, Sr. Manager, TRW

Sandra has really helped me and others in our organization to get our messages across clearly and effectively to our people."

-Keith Reese, Plant Manager, Intel Corp.

copyright 2001 Voice Power Studios. All rights reserved. No part of these tapes or booklet may be reproduced in any form or by any means without permission in writing from the publisher

YOUR VOICE IS POWER IN BUSINESS

Increase Your Profits.

HOW you sound is WHO people think you are.

Say It Well and Advance Your Career .

Voice Power Studios
www.voicepowerstudios.com
505-466-6500, Fax: 505-466-0388
1-877-783-2455
sandram@voicepowerstudios.com

ISBN No. 0 - 9713068 - 0 - X

Table of Contents

Voice Self Critique.....	1
Vocal Aerobics.....	2
Vocal Basic One.....	2
Vocal Basic Two.....	3
Vocal Basic Three.....	5
Vocal Basic Four.....	5
Vocal Basic Five.....	6
Vocal Basic Six.....	7
Things You Can Begin On Your Own.....	9

Sandra McKnight, Key Note, Motivational Speaker, Your Voice Is Power in Business, All the World is a Stage, Charismatic Communication.

Voice Power Studios provides individual and group phone coaching programs: "Executive Speaking Skills," private coaching intensives, "Group Voice and Public Speaking Workshops," On site "Acting and Improvisation workshops."

Please check our web site, www.voicepowerstudios.com, for additional information on our workshops, coaching services, and to learn more about Sandra McKnight and Voice Power Studios.

This tape has been produced by Voice Power Studios. All rights reserved. No part of this book may be reproduced in any form or by any means without permission in writing from Voice Power Studios. Copyright 2001 Voice Power Studios.

Voice Power Studios, www.voicepowerstudios.com, 505-466-6500, Fax: 505-466-0388, 1-877-783-2455, sandram@voicepowerstudios.com

ISBN No. 0 - 9713068 - 0 - X

Voice Self Critique

Please circle one for each question

- Voice Image - How's your tone of voice?
Pleasant, angry, timid, bored,enthusiastic, alert, sincere, friendly, other
(_____).
- Breath Control -Do you have to stop to catch a breath to complete a sentence?
YES NO
- Audibility - Are you loud enough? YES NO
Too loud? YES NO
- Enunciation and Articulation - Are you speaking clearly and distinctly?
YES NO
Are your words slurred or run together? YES NO
- Inflection - Do you speak in a monotone? YES NO
- Rate of Speech - Do you speak too fast? YES NO
Too slow? YES NO
- Pitch - High pitched, nervous sounding? YES NO
Natural sounding? YES NO
- Self Assurance - Do you sound like you know what you're talking about and have planned how you would say it? YES NO
- What are your goals for improving your voice.

VOCAL AEROBICS

Please Sit or Stand with your spine easily erect, keeping your stomach taut and making sure not to hyper-extend your back or knees.

- 1.Shoulder lift-drops (keep chin parallel to floor!!) WOW!
- 2.Shoulder rolls (forward-back) 6 times each
- 3.Head Rolls (right-left) Drop your head forward and slowly roll your head to the right shoulder around to the back and to the left shoulder. Repeat and then roll to the left shoulder two times.
- 4.Jaw Exercises: Pretend you are chewing gum: three chews to the left and three chews to the right. Repeat a couple of times. Imagine a big piece of gum and Chew easily. Don't exaggerate the chewing.
- 5.Tongue rolls (watching in the mirror) Roll your tongue around the inside of your lips. Four time to the right and four times to the left
- 6.Lips: Motor bike sound with lips. Make the sound of a motor bike engine and prolong the sound, trying it on different pitches.
- 7.Lip exercise: Lips go wide on the (E) sound, pucker on the (OO) sound and drop open on the (AH) sound.
a)ee: oo: ee: oo: ee: oo: ee: oo:
b)ah: oo:ah:oo:ah:oo:ah:oo:
c)ee: oo: ah: oo: ee: oo: ah: oo: ee: oo: ah: oo:
- 8.The Plopper-jaw: Drop your head forward and let your jaw totally release and your mouth drop open naturally. In this position, inhale slowly through your mouth on a count of 4 and exhale slowly through your mouth on a count of four. Repeat several times until you are feeling completely relaxed. Then lift your head slowly using only your neck muscles until your head is easily erect and your chin is parallel to the ground.

VOCAL BASIC ONE:

Breathe before you Speak

Your breath supports your voice and helps you to project a resonant, open and relaxed sound.

Breathing Exercises:

Start by taking an easy inhale through your nose, keeping your shoulders down and relaxed, and allowing the air to fill up your lower lungs. The image to keep in mind is, that as you take in your air, your bottom ribs and waist are expanding like an accordion and as you exhale your air your bottom ribs and waist area are closing like an accordion.

Exhale your air audibly in a long line of breath through puckered lips. As you exhale, imagine that you are holding a lighted candle about 10 inches away from your lips and trying to keep the flame flickering. If you blow too hard it goes out and if you are not blowing hard enough it doesn't flicker.

Keeping the accordion image in mind and your shoulders relaxed and down, let's begin your first breathing exercise. Inhale through your nose on a slow count of one, and exhale slowly, using your breath to keep the flame of your imaginary candle flickering. Inhale through your nose on a slow count of one and exhale on a slow count of 8... Repeat 10 times.

Next: Inhale on a slow count of one and exhale slowly on a count of six. 1.2.3.4.5.6. Repeat 10 times.

VOCAL BASIC TWO:

Speak on the Exhale

Let your breath support and project your sound. For the rest of the exercises on this tape, I would like you to breathe through your mouth. Let your mouth drop open a little as if you were going to begin to talk and inhale gently, letting the air fall down into your lower lungs.

Vocal Basic Two, Practice Exercises: Talking on the exhale.

Hissing Exercise:

Take a slow inhale through your mouth, filling up the lower lungs and allowing your bottom ribs and waist area to expand. As you exhale put your teeth together lightly, keep your lips slightly taut and hiss on a count of 10. Repeat: 8 times in a row.

1. Hee: 8 times and Hah 8 times all on one breath. HEE, HEE, HEE, HEE, HEE, HEE, HEE, HEE, HAH, HAH, HAH, HAH, HAH, HAH, HAH, HAH.

2. Hoo 8 times and Hah 8 times. HOO, HOO, HOO, HOO, HOO, HOO, HOO, HOO, HAH, HAH, HAH, HAH, HAH, HAH, HAH, HAH.

Repeat until you can do 8 Hee's, 8, hah's, 8 Hoo's and 8 Hah's all on 1 breath.

HEE, HEE, HEE, HEE, HEE, HEE, HEE, HEE, HAH, HAH, HAH, HAH, HAH, HAH, HAH, HAH, HAH, HOO, HOO, HOO, HOO, HOO, HOO, HOO, HOO, HAH, HAH, HAH, HAH, HAH, HAH, HAH.

3. Now for, words. Take a breath before each word and speak on the exhale.

A. High, How, Who, Hello, Hole, Hair, Happy, Head, Hoe.

B. Now for short sentences.

Hello, Helene.

Help Harold hoe.

Hold Hannah's horse.

Henrietta has hiccoughs.

High heels hurt her feet.

How heavy is a hay fork?

C. Now for longer sentences. Breathe and Speak on the exhale. Breathe,

Father was calm when the bomb fell.

It had happened long ago.

Have you lost your gloves again?

He never answers the telephone.

Who has left a bottle of ink here?

I've come to see Mr. Brown.

The round golden moon floats high.

Remember to buy a bar of soap.

Have you ever read any Thomas Hood.

VOCAL BASIC THREE:

Speak at @ 140 words per minute

Most of us speak too fast. Breathing and speaking on the exhale will help you to speak at an easily understood rate of speech. Remember that you can take a breath any time you wish. You do not need to do an entire sentence on one breath... As you practice you will find your speaking rhythm.

A great exercise for reducing speed is to set a stop watch for 1 minute and then read a piece of your favorite text aloud... When the minute is up, count every word including the pronouns and prepositions. Keep practicing until you can feel and hear the speed of your speech to be approximately 140 words a minute.

In addition to inhaling, talking on the exhale and speaking at 140 words a minute, it is also vital to speak clearly and distinctly.

VOCAL BASIC FOUR:

Never Trail off at the End of a Sentence

Demonstrated on tape 2, side 2.

Example of trailing off at the end of the sentence: He Never answers the telephone.

Example of not trailing off at the end of a sentence: He never answers the telephone.

When traveling from a high pitch to a lower pitch through out a sentence, you must support that low pitch with your breath...

Example of supporting the low pitch with your breath at the end of your sentence: I've come to see Mr. Brown.

Example of trailing off on that low pitch: I've come to see Mr. Brown.

Let's practice taking a breath, speaking on the exhale and not trailing off at the end of the following sentences.

William has gone to the supermarket.
Build this house of used brick.
Type five copies of this memo by five o'clock.
Don't waste energy on a second attempt.
Make a list of the articles you lost.
We couldn't find it in the sand.
They went a long to hear the band.
We wished the wind would blow away the mist.

VOCAL BASIC FIVE:

Say the Ends of all your Words

Most of us mumble and do not appreciate how beautiful words are when they are pronounced well. As you practice the following diction exercises and sentences, speak clearly and don't over pronounce the words so that you sound choppy.

Example of a choppy delivery: He never answers the telephone.
Example of a smooth clear delivery: He never answers the telephone.
Demonstrated on tape 2, side 2

In order to train your ear to hear when you are saying a word clearly and powerfully, you may want to tape record and play back the following exercises.

Articulation Warm up: Remember to breathe before each phrase.

Peh Peh Pah, Beh Beh Bah, Tee Tee Tah, Dee Dee Dah, Keh Keh Kah, GehGeh Gah
Peh Peh Pah, Beh Beh Bah: Tee Tee Tah, Dee Dee Dah: Keh Kah Kah, Geh Geh Gah

Now take a good breath and say Peh Peh Pah on the exhale 13 times in a row. This is a good exercise to practice both breath support and diction.

peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, pah:
peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, pah: peh, peh, Pah:
peh, peh, pah.

Tongue Twisters

Please repeat each combination of words 3 times as quickly as you can while maintaining the clarity of your speech. Remember to Breathe before each set.

paper pappy, (3x) betty bubble, (3x) betty bubble - paper pappy, (3x) mahmehleh pahpehleh,
(3x) keekle kakle, (3x) geegele gagle, (3x) geegele gagle -keekle kakle, (3x) lovely liniment,
(3x) patty babcock, (3x) toy goat, (3x) rubber baby buggy bumpers, (3x) subliminal animal,
(3x) black bugs boot, (3x) unique new hampshire, (3x)

chipity chopity/ mipity mopity/ hipity hopity/ slipity slopity/ bibity bopity, (3x).

VOCAL BASIC SIX:

Let your Voice Resound

Some of us have flat sounding or nasal sounding voices and would like to have a more resonant sound.

Nasal sound of (ng) as in Sing. (NG) Place the tip of your tongue behind your lower front teeth and let the back of the tongue rise up toward the soft palate (the back of the roof of your mouth) Breathe and say (ng) If you have trouble say the word sing and feel the position of your tongue at the end of the word, sing.

Mouth and chest sound of (ah) as in Father. (AH) Place the tip of your tongue behind your lower front teeth, allowing your tongue to rest in the bottom the mouth. Let the jaw drop open easily and naturally, take a good breath and say (ah) as in the word father. Be sure not to let your (ah) sound drop to the back of your throat. This is demonstrated on tape 2, side 2.

Practice making each of these sounds until you can hear the difference clearly.

NG, AH, NG, AH, NG, AH.....

Now say (ah) preceded by the consonants of the Alphabet, making sure you are taking an easy breath and letting your mouth drop open naturally, exhaling and saying the consonant plus (ah).

BAH, CAH, DAH, FAH, GAH, HAH, JAH, KAH, LAH, MAH, NAH, PAH, QUAH, RAH, SAH, TAH, VAH, WAH, XAH, YAH, ZAH.

Remember, your goal is to inhale, speak on the exhale, say your words clearly, speak at 140 words a minute, let your voice resonant and not to trail off at the end of phrases or sentences. Let's use the Vocal Basics to repeat the following sentences. READY.

George smoked a cigarette while he talked.

He had a length of twisted rope.

She didn't want to admit owing all the land.

Why waste your energy on a third attempt.

Hazel could not find it in the sand.

We sent five notices but they didn't attend the meeting.

You couldn't understand him because he lisped.

Four brothers worked on the fourth floor.

Seven people purchased passport documents.

Congratulations! You have done a fabulous job! Remember, it's all about practice, practice, practicing these exercises on a regular basis will improve your vocal production and your communication skills. Every time you speak you can practice. I'll look forward to the next time we practice together.

THINGS YOU CAN BEGIN DOING ON YOUR OWN!

A. Tape your voice and listen for the things listed below.

1. How would you describe the sound quality of your voice? Friendly, professional, clear, caring, humorous, etc.
2. How is your pitch? to high or too low.
3. How is your enthusiasm? Is there low energy?
4. How is the speed of your speech?
5. How is the volume? Too soft and timid? Too Loud?
6. Are you speaking in a boring monotone with no inflection?
7. Is your speech clearly and easily understood?
8. Do you have a heavy accent that is not easily understood?
9. Is your vocabulary good?
10. Do you use a lot of filler words in your speech? Like so, and, uh huh.
11. What attitudes are you sending out to the listener?

B. Make one hour a day your voice hour. Be aware of how you are using your voice.

C. Read aloud from the newspaper, magazine, etc. and experiment with speaking clearly, at a good rate and with as much expression as possible.

D. Go to the library or a bookstore and explore books on voice.