Index

• A •

accents about, 20-21, 217, 218-219 changing, 230-233 class. 225-230 emphasis, 222 fitting in, 224-225 glottal stops, 223-224 growth of, 221 homogeny of, 233-234 opening your mouth, 221-222 pitch, 221 political, 229-230 **Received Pronunciation**, 218 regional, 227-228 resources for, 348 retaining from childhood, 29-30 softening nasal sounds, 222-223 speed, 220, 223 Standard American, 228 strong endings, 223 toning down, 221-224 tuning up. 221–224 understanding, 219-220 acoustics. 122 The Actor Speaks: Voice and the Performer (Rodenburg), 346 adult voice, 20 age, effect on voice, 30, 208-209 Aikido, 121, 281, 348 The Aikido Shout, 121 alcohol. 338 Alexander, Frederick Mathias (actor), 93.347 Alexander Technique, 93, 347, 348 Alidina, Shamash (author) Relaxation For Dummies. 347 alive voice. 22-23 alliteration, 147-148, 329

Ambady, Nalini (psychologist), 315 American Rhetoric (website), 348 The American Speech-Language-Hearing Association (website), 349 anecdotes. 265-266 Angelou, Maya (poet), 163, 208 Anglo-Saxon syllables, 140 Annan, Kofi (Secretary General of UN), 168 appearance, 34-35 approval, letting gc of, 206 Apps, Judy (author) Butterflies and Sweaty Palms: 25 Surefire Ways to Speak and Present with Configence, 186, 199, 263, 347 contact information, 345 *Voice of Influence: How to Get People to* Love to Listen to You, 169, 347 art of rhetoric, 144, 145–148 articulation, 100–102 The Association of Speech and Language Therapists in Independent Practice (website), 349 assonance. 147-148 Atkinson, Rowan (actor), 241, 245 atmosphere, 337 attention, gaining, 121-122 audio, as resources, 346-348 audio tracks, 351-352 authentic voice. 23 authenticity, 166-168, 183-187 authoritativeness avoiding verbal tags and qualifiers, 325 conveying, 14 emphasis, 324 employing silence, 325-326 finishing strongly, 324-325 gravitas, 323 projecting your voice, 322-323 speaking as an authority, 313–314 speaking clearly, 322

authoritativeness (continued) speaking fluently, 326 standing confidently, 321–322 taking your time, 324 authority, note of, 138–139 awareness, 61–62, 121 Awareness through Movement: Easy-to-Do Health Exercises to Improve Your Posture, Vision, Imagination, and Personal Awareness (Feldenkrais), 347

• B •

babies, speech discovery of, 53 Bacall, Lauren (actress), 340 bad language, for stutterers, 247-248 Badmington, Alan (stutterer), 245, 249 Bakewell, Joan (TV presenter), 231 balance (body), 85-86 'Barbie Doll' voice, 183 Bath International Music Festival, 78 BBC, 226 'bedside manner', 316-317 being all of a piece, 302-303 belonging, accents showing, 219 Bennett, Alan (playwright), 78-79 Bevan, Aneurin (politician), 241, 253 beverages, caffeinated, 338 bioenergetics, 46 Bioenergetics (Lowen), 46 Blair, Cherie (wife of UK Prime Minister), 225 Blair, Hugh (author), 144 Blair, Tony (Prime Minister), 138, 141, 159, 229, 276 Blink (Gladwell), 315 blocking, 248-249 Bodenhamer, Bob G. (author), 249, 347 body. See also specific body parts balance, 85-86 diaphragm, 63-65, 81-82 effect of nervousness on, 197 floating posture, 86-88 body language, 1, 197, 347 Body Language For Dummies (Kuhnke), 89, 197, 294, 347 Bose, Shuklar (speaker), 24 Bove, Tony (author) iPod and iTunes For Dummies, 25 Bragg, Melvin (broadcaster), 225

breathing about, 334 to address fear, 198 awareness of, 61-62 to communicate, 67-71 creating sounds, 59-60 diaphragm, 63-65, 81-82 full breaths, 65-66 getting started, 60-66 importance of, 129-130 with intention, 328 pitfalls, avoiding, 68 play-acting with, 71-76 relationship with projection, 118-119 speaking on air, 69 steady stream of air, 67-69 thinking low, 62-63 turning breath into sound, 69-71 The Bridges of Madison County (film), 233 Bridget Jones (film), 232 Briggs, Karen (jazz violinist), 298 British Library Sounds (website), 348 British Stammering Association (BSA), 346 British Voice Association (website), 349 Brown, Gordon (UK Prime Minister), 204 Brummie, 222 Bryant, Mike (author) Self-Hypnosis For Dummies, 318 BSA (British Stammering Association), 346 Burton, Kate (author) Confidence For Dummies, 249, 347 Neuro-Linguistic Programming For Dummies, 182, 255 NLP and Coaching For Dummies, 52 Burton, Richard (actor), 106, 340-341 Butterflies and Sweaty Palms: 25 Surefire Ways to Speak and Present with Confidence (Apps), 186, 199, 263, 347

• (•

Caesar, Julius (Roman emperor), 145–146 caffeinated beverages, 338 Caine, Michael (actor), 210 Callas, Maria (opera singer), 60, 154 calm centre, 327–328 Calvin and Hobbes, 129 Cameron, David (UK Prime Minister), 271 *The Canterbury Tales* (Chaucer), 223

Index

Cardiff Singer of the World competition (website), 299 care of your voice, 333-338 Carreras, José (opera singer), 163 Carroll, Lewis (author), 33, 111, 248 Carrott, Jasper (comic), 222 Carry On (films), 205, 210 chakras, 169 challenges, facing, 18-19 character of words. 105-106 charisma, speaking with breathing, 328 calm centre, 327-328 connecting with purpose, 330-331 filling the space, 329–330 leading with feelings, 331 rapport, creating, 332 rhetoric, 329 rhythm, 329 speaking congruently, 332 state of flow, 331 variables, 328-329 Chaucer, Geoffrey (author), 223 chest voice, 157-159 children, 49, 288, 296 chronic tension, 338 Churchill, Winston, Sir (UK Prime Minister) 1940 speech excerpt, 143, 146-147 about, 12, 108, 339-340 on speeches, 269 speed. 324 stuttering, 241, 248 wartime passage by, 201-202 Cicero (Roman philosopher, lawyer, and politician), 12, 144 Circle of Excellence model, 255 clarity, 95-102, 128-129, 237-239, 322 class, relationship with accents, 225-230 classroom situations, 309-312 Clinton, Bill (US President), 138, 142, 159, 343 coaching presence, 317 Cole, Cheryl (singer), 219 Colgrass, Michael (author), 347 collecting voices, 25 commonalities between people, 284-287 communicate, breathing to, 67-71 Composed Upon Westminster Bridge (Wordsworth), 94

compulsive rhythms, 141 confidence, 14, 20 Confidence For Dummies (Burton and Platts), 249, 347 congruence, 302-303, 332 connections with others about, 16-17, 283 commonalities, 284-287 cymatics, 286 entrainment, 285-287 harmony, 295-299 hearing behind the words, 293-294 influence via audience state of mind, 290 - 292influencing your audience, 288–293 listening, 293-295 negotiating_292-293 not tuning n, 287 opening up, 284-285 with purpose, 330–331 subce influence, 288-290 team flow, 298 tone deaf' label, 288 truth and lies, 294-295 voice, 23-24 with your public, 277-278 consistency issues with accents, 220 consonance, 147-148 consonants, 106-112, 220, 329 conventions, explained, 2 conversations, breaking into, 20 Cooke, Alistair (broadcaster), 226, 228 Copyright page, 3 The Courage to Love (Gilligan), 90 crescendo, gradual, 125-127 Cronkite, Walter (news anchor), 228 A Cry in the Dark (film), 233 cultural variations in vocals, 213 cymatics, 286

• /) •

Davis, Fanny Stearns (poet), 69 De Bono, Edward (author), 298 Dench, Judi (actress), 343–344 Di Caprio, Leonardo (actor), 344 dialects, 30, 348 355

Voice & Speaking Skills For Dummies

diaphragm, 63–65, 82 Dilts, Robert (NLP developer), 291–292 diminuendo, gradual, 125–127 Domingo, Placido (opera singer), 260 Donaldson, Michael C. (author) *Negotiating For Dummies*, 293 Donne, John (poet), 142 *Dragons' Den* (TV show), 269–270 droning on, avoiding, 204–205 drugs, 338

• E •

Edward VIII (King of England), 226 effects, creating with volume, 123-124 effort, 205-207 Elizabeth I (Queen of England), 28 Elizabeth II (Queen of England), 203, 222, 226, 277 elocution teacher/coach, 346 eloquence, 191-192 emotional labour, 315 emotional states, choosing, 251-252 emotions, 196-197, 214 emphasis about, 134-136 with accents, 222 for authoritativeness, 324 English, 136-138 expressing feelings with 329 increasing interest with, 20 relationship with clear thinking, 239-240 energy, stepping up, 261–262 English emphasis, 136–138 enjoyment, in presentations, 16 entertainment, 15-16 entrainment, 285 environments, 338 Erickson, Milton (hypnotherapist), 318 Establishment voice, 183

• F •

face, warming up, 98 facial muscles, warming up, 97–100 fear, fighting, 197–199 feedback, 41–42 feelings, 163–165, 250–251, 331 feet, 82 Feldenkrais, Moshé (movement teacher), 89, 91, 92, 347 Feldenkrais Method, 92, 347, 348 felt connection, 90 filling the space, 178, 260–261, 307, 329–330 'fireside chats', 274 first language, 29 fitting in, 224-225, 231 Five Children and It (TV show), 64 floating posture, 86-88 fluent, becoming, 22, 239, 241, 244-249, 251, 253, 326 Flynn, Errol (movie star), 90 focus, 197, 244–249 forced onset, 209 forming words, 96–97 frame of mind, 54 frame of reference, 254 freedom 77-82 Freeing the Natural Voice (Linklater), 87, 346 friends, being among, 248 rry, Stephen (actor), 228, 342 full breaths, taking, 65–66

• G •

gabbling, 201-202 Gallagher, Timothy J. (student), 159 Gallwey, Tim (coach and author), 188 Gambon, Michael (actor), 168 Gandhi, Mahatma (father of Indian independence movement), 202, 291 Gates, Gareth (singer-songwriter), 246 gender differences, 305 general health, 336-337 George VI (King of England), 17, 226, 241, 243, 246, 248, 249, 253, 277 gestures, 138 'Ghosts' (Davis), 69 Gilligan, Stephen (author) Giuliani, Rudolph (New York Mayor), 277 Gladwell, Malcolm (researcher) Glennie, Evelyn (solo percussionist), 89 Glickstein, Lee (founder of Speaking Circles International), 248 glottal attack, 182, 209-210

glottal stop, with accents, 223–224 Going Public: Practical Guide to Developing Personal Charisma (Milton), 347 Goldwater, Barry (Senator), 141 good voices, identifying, 22–24 Gore, Al (US Vice President), 277 gradual crescendo/diminuendo, 125–127 Grant, Hugh (actor), 200 gravitas, 128–129, 166–168, 323 Gregory, Stanford W., Jr. (student), 159 Grotowski, Jerzy (theatre director), 77, 189

• H •

Hague, William (politician), 183 Hamlet (Shakespeare), 171 harmony, speaking in, 295-299 Harrison, EJ (author), 121 Harry Potter (films), 212, 341 Hawking, Stephen (scientist), 136 head, 83, 160-162 head resonance, 160-162 health, 30, 208, 333-338 hearing, 37, 40-43 heart voice, 163-166 heavy-handed control, loosening, 203 helping professions, 314-318 Hemans, Felicia (poet), 200 Henry, Lenny (comic), 222 Henry, Patrick (politician), 269 hesitating, 236-240 Hewitt, Patricia (UK MP and former Minister), 226 Heyzer, Noeleen (Executive Secretary of ESCAP), 343 hissing, 69 historical recordings, 348 history, voices in, 28 Hochschild, Arlie (professor), 315 Horrocks, Jane (actress), 206 human voice, 27 The Human Voice (Karpf), 53, 347 humour, in presentations, 16 Huygens, Christian (scientist), 284-287

•1•

I Have a Voice: How to Stop Stuttering (Bodenhamer), 249, 347 iambic pentameter rhythm, 73, 142 icons, explained, 5-6 identifying good voices, 22-24 Impro (Johnstone), 261 inducing trance, 317-318 influence, 14-15, 288-293 informal observations, as formal feedback, 42 inner energy, 176–178 inner voice, 178-179 inside, listening from, 40-41 insights, gathering, 43-45 inspiration, 15, 273–278, 299 instructing others, 309-312 intention, 119–120, 121, 179–180 internal confidence, building, 306 internal pictures, 87 International Coach Federation (website), 251 interrupting, 307 interviews (media), 279-281 intimate moments. 116. 273-274 iPod and iTunes For Dummies (Bove), 25 The Iron Lady (film), 233

•] •

jabbering, 201–202 Janni, Nicholas (author), 347 jaw, 84, 100 jobs, previous, effect on voice, 30 Johnson, Boris (mayor of London), 183 Johnstone, Keith (improvisation teacher), 261 Jones, Daniel (dictionary producer), 218, 226 Jones, James Earl (actor), 37, 241, 245 *Journal of Socio-linguistics,* 224 judo, 121 *Julius Caesar* (Shakespeare), 121, 126, 140–141

• K •

Karpf, Anna (author), 53, 347 Kennedy, John F. (US President), 141, 147, 273, 276, 303 King, Martin Luther, Jr. (politician), 150, 274-275, 278, 341-342 King Lear (Shakespeare), 128-129 The King's Speech (film), 17, 235, 236, 248, 249 knees. 82 knowing your voice about, 39 bioenergetics, 46 developing, preparing for, 52-55 hearing what you sound like, 40-43 insights, 43-45 revealing your different voices, 46-49 taking stock, 49–52 Kuhnke, Elizabeth (author) Body Language For Dummies, 89, 197, 294.347 Persuasion & Influence For Dummies, 144 Kunitz, Stanley (poet), 187, 188 Kushner, Malcolm (author) Public Speaking and Presentations For Dummies, 347

• [•

lack of fluency, 22 Lagarde, Christine (head of IMF), 305, 343 'The Lake Isle of Innisfree' (Yeats), 104 language, 29, 307 leader, finding your voice as, 301–307 leading, 296–297, 301–307, 331 legal situations, 313–314 legs, 82 Levinson, Wendy (medical researcher), 315 lies, spotting, 294–295 life story, sounding out your, 45 Lincoln, Abraham (US President), 28 Linklater, Kristen (voice coach), 87, 346 lips, warming up, 98–99 listening about, 293 getting people to listen, 20 hearing behind the words, 293-294 from inside, 40-41 to recordings, 40 truth and lies, 294-295 Little Britain (TV series), 201 Little Voice (film), 206 Logue, Lionel (speech therapist), 246, 248, 249 long consonants, 106-109 long sounds, 102–109 long vowels, 103-104 Longfellow, Henry (poet), 11 'love', meanings of 34 Lowen, Alexander (psychologist), 46 lubrication, of your voice, 337–338

• 1/1 •

Maathi, Wangari (environmental and political activist), 342-343 Mabbutt, Peter (author) Self-Hypnosis For Dummies, 318 Macbeth (Shakespeare), 102 Macmillan, Harold (UK Prime Minister), 141 Major, John (UK Prime Minister), 204 Mandela, Nelson (politician), 23, 28, 163 mantras. 140 martial arts, 121 mask of control, letting down, 204 Matajuro, Yagyu (martial artist), 121 McKellen, Ian (actor), 168 meaning, 21, 138, 210-215 media, speaking to, 279-281 medicines, 337 memorising, 269-270 Merrill, Robert (opera singer), 246 metaphors, 265-266 methods, choosing, 25-26 Michigan University (website), 348 Miller Centre (website), 348 Milton, Hal (author), 347 mind and body relaxation, 88-89

mind-body activities, 348 Minnesota State University, The Stuttering Home Page (website), 346 momentum, building, 146-147 Monroe, Marilyn (actress), 241, 245 moods, changing, 312 Morrison, Toni (novelist), 23 motif, repeated, 329 mouth, 84, 221-222 movement, relationship with rhythm, 140-141 Mulligan, Carey (actor), 211 mumbling, 200-201 musical speaking about, 133-134 echoing, 147-148 emphasis, 134-139 momentum, 146-147 note of authority, 138-139 pitch, 143-144 rhetoric, 144-148 rhythm, 139-144 rule of three, 145–146 silence, 148-150 Mussolini, Benito (dictator), 182-183 My Lessons With Kumi: How I Learned to Perform with Confidence in Life and Work (Colgrass), 347 myths, 31-35

• // •

nasal voice, softening, 210, 222–223 National Stuttering Association (NSA), 346 natural pitch, finding your, 48–49 natural voice, discovering your, 18 Natural Voice Practitioners Network (website), 346 neck, 82–83 negotiating, 292–293 *Negotiating For Dummies* (Donaldson), 293 *Neighbours* (TV soap), 233 *Neuro-Linguistic Programming For Dummies* (Ready and Burton), 182, 255 neuro-linguistic programming (NLP) techniques, 255, 291–292, 346 NGO Forum on Women, 148 Nixon, Richard (US President), 271, 303 NLP (neuro-linguistic programming) techniques, 255, 291–292, 346 non-verbal encouragers, 48 note of authority, 138–139 notes, relying on for speeches, 267 *Notting Hill* (film), 200 NSA (National Stuttering Association), 346

• () •

Obama, Barack (US President), 28, 38, 104, 140, 266, 274 off the cuff, 269 Olivier, Laurence (actor), 155 Olivier, Richard (author), 347 on air speaking, 69 onset, forcen, 209 open physical stance, 89 Osborne, George (British Chancellor of the Exchequer), 199 Our of Africa (film), 233

• p •

Parkinsons disease, 247 passion, 163-165, 252-254 pausing, 129, 148-151, 240, 325-326 Pavarotti, Luciano (opera singer), 154 Peak Performance Presentations: How to Present with Passion and Purpose (Olivier and Janni), 347 Peel, John (DJ), 227 Perceptual Positions model, 255 permission to speak, 169-170 perpetual motion, 92-94 personality-free role, 181-182 Persuasion & Influence For Dummies (Kuhnke), 144 'Peter Piper' tongue twister, 109 Phobia Cure model, 255 Pink Panther (films), 92 pitch about, 143-144, 335 with accents, 221 changes in, 47 expressing feelings with, 329

Voice & Speaking Skills For Dummies

pitch (continued) in children, 49 natural, finding your, 48-49 shifting, 48 varying, 155–156 Platts, Brinley (author) Confidence For Dummies, 249, 347 play-acting, with sound and breathing, 71 - 76playing roles, 181–183 pleasantness of accents, 219 pleasure to listen to, 13-14 Pop Idol (TV show), 246 Pope, Alexander (poet), 141 Positive By-Products model, 255 posture, 85-87, 89 Powell, Colin (US Secretary of State), 12, 285 - 286The Power of Now: A Guide to Spiritual Enlightenment (Tolle), 347 practising speech giving, 269 A Prairie Home Companion (film), 233 pregnant pause, 149 presence, 303-306, 347 presentations, resources for, 347 Price, Vincent (actor), 37 Pride and Prejudice (film), 211 profession, effect on voice, 30 professional situations, 307–318 professional voice about, 301 in the classroom, 309-312 congruence, 302-303 emotional labour, 315 finding your, 301-307 gender differences, 305 in the helping professions, 314-318 resilience, 308 speaking as an authority, 313-314 speaking with presence, 303-306 talking tough, 306-307 projecting, 116-120, 123, 322-323 pronunciation, 105, 218 Public Speaking and Presentations For Dummies (Yeung and Kushner), 347 public speaking resources, 347 public voice about, 259 anecdotes, 265-266

connecting with your public, 277-278 energy, 261-262 fears, 262 filling the room, 260–261 'fireside chats', 273-274 giving speeches, 262-266 influence and inspiration, 273-278 memorising, 269-270 metaphors, 265-266 nervousness. 263 notes, 267 oratory opposites, 278 practice, 269 preparing for, 266–272 reading out loud. 267-268 reasons for speaking, 264–265 religious oratory, 274-276 soundbites, speaking in, 276 speaking by heart, 269-270 speaking off the cuff, 271–272 speaking to media, 279-281 stories, 265–266 switching between private to public, 259 - 262Pygmalian (Shaw), 225

• () •

qualifiers, avoiding, 325 quiet speaking, 124–125

• *R* •

rapport, 16-17, 332 Rather, Dan (news anchor), 228 reacting to voices, 35-38 readiness, merging with relaxation, 90-94 reading out loud, 267-268 Ready, Romilla (author) Neuro-Linguistic Programming For Dummies, 182, 255 Reagan, Ronald (US President), 141, 277 Received Pronunciation, 218, 226, 227 recordings, listening to, 40 regional accents, 227-228 Re-imprinting model, 255 relaxation about, 77 Alexander Technique, 93, 347, 348

around vocal cords, 82-84 body and mind, 88-89 Feldenkrais Method, 92, 347, 348 freedom, 77-78 merging with readiness, 90-94 preparing your body to speak, 78-84 relationship with projection, 117-118 resources, 347 stance, 84-88 Relaxation For Dummies (Alidina), 347 religious oratory, 274-276 resilience, building, 308 resonance about, 13, 153-156 authenticity, 166-168 chest voice, 157-159 expressing feelings with, 329 going off-script, 165 gravitas, 166-168 head, 160-162 heart voice, 163-166 self-expression, 169 throat, 168-170 vocal range, 170–173 resources for voice development, 345-349 responses, structuring, 239 rhetoric, 144, 145-148, 329 rhyme, 147-148 rhythm, 139-142, 329 rib cage, 81 Richard III (play), 73 Rickman, Alan (actor), 340-341 Robbins, Tony (motivational speaker), 291 Robinson, Forbes (actor), 226 Robinson, Ken (professor), 344 Robinson, Mary (Prime Minister of Ireland), 159 Rodenburg, Patsy (author), 346 Rogerson, Jemma (senior speech therapist), 312 roles, playing, 181-183 Roosevelt, Franklin (US President), 106, 273-274, 276 Rosen, Kim (author), 188 Ross, Jonathan (TV presenter), 232 Roy, Arundhati (author), 343 The Royal College of Speech and Language Therapists (website), 349 rule of three. 145-146

Rumi (poet), 187 Rush, Geoffrey (actor), 236

• 5 •

sabotage. See vocal sabotage The Sand Fairy (TV show), 64 Sassoon, Vidal (hairdresser), 225 Saved by a Poem: The Transformative Power of Words (Rosen), 188 Sawyer, Diane (broadcaster), 341 saying what you mean, 21 Scargill, Arthur (National Union of Miners leader), 273 Scatman John (musician), 241, 246 self-confidence 347 self-conscioucness, 206-207 self-expression, 169 Self-Hypnosis For Dummies (Bryant and Mabbutt), 318 self-judgement, avoiding, 248-249 Shakespeare, William (poet and playwright) about. 73-74 Hamlet, 171 iambic pentameter rhythm, 142 Julius Caesar, 121, 126, 140-141 King Lear, 128–129 Macbeth, 102 Shaw, George Bernard (playwright), 225, 226 shifting pitch, 48 short consonants, 109-110, 111-112 short sounds, 109-112 short vowels, 111-112 shoulders, 80-81 shrillness, 199-200 sidebars, 3 signposting, 240 silence, 148-151, 325-326, 337 singing, as a stutterer, 246-247 Smith, Iain Duncan (politician), 202 Smith, Linda (comedian), 226 smoking, 338 Social Psychology Quarterly (Gregory and Gallagher), 159 Sophie's Choice (film), 233 Sorenson, Theodore (speech writer), 273 sound archive, 25

soundbites, speaking in, 276 sounding out, 35 sound(s) about. 95 amplifying, 60 articulation, 100-102 character of words, 105-106 clarity of your voice, 95-102 forming words, 96-97 long consonants, 106–109 long sounds, 102-109 long vowels, 103-104 matching with meaning, 210-215 physical power of, 36 play-acting with, 71-76 pronunciation, 105 recognising your unique, 42-43 short consonants, 109-110, 111-112 short sounds, 109–112 short vowels, 111-112 that make up voices, 29-30 turning breath into, 69–71 vibrations of, 36-38 warming up facial muscles, 97–100 space, filling the, 260–261 speaking on air, 69 as an authority, 313-314 with authenticity, 166-168 with charisma. See charisma, speaking with clearly. See clarity congruently, 332 fluently, 239, 241, 244-249, 251, 253, 326 with gravitas, 128, 157, 166-168, 323 by heart, 269-270 impartially, 313-314 knowing why you're, 264–265 to media, 279-281 musical. See musical speaking off the cuff, 271–272 with passion, 163-164, 252-254 pausing while, 129 with presence, 303-306 quietly, 124–125 slowly, 20 in soundbites, 276

well, advantages of, 13-17 as a whole body experience, 177 Speaking Circles International (website), 248 speech discovery for babies, 53 speeches, giving, 262-266 The Speech Accent Archive (website), 348 speed. See also volume about, 115 clarity, 128-129 finding best, 127–131 gravitas, 128-129 issues with accents, 220, 223 relationship with clear thinking, 239-240 tempo, 130-131 in your head, 129-130 spine, 80 spontaneity, 16, 271 squeakinese, 199-200 stammoring. See stuttering stance, 34-88 Standard American, 228 Stanislavski, Constantin (theatre director), 173 state of flow, 331 state of mind (audience), influencing via, 290-292 state of readiness, 92, 177 Staunton, Imelda (actress), 183, 212 'sticky' voices, 44-45 stock, taking, 49-52 stories, 16, 265-266, 311-312 Streep, Meryl (actress), 233 stress. See emphasis strong language, 307 stuttering about, 22, 235 bad language, 247-248 challenging feelings, 250-251 changing focus, 244-249 changing your thinking, 249-255 choosing emotional state, 251-252 creating what you fear, 243-244 emphasis, 239-240 fluency, 241, 244-245 frame of reference, 254 friends, being among, 248 hesitating, 236-240

The King's Speech (film), 17, 235, 236, 248, 249 neuro-linguistic programming (NLP) techniques, 255 resources, 346 roots of, 240-244 self-consciousness, 245-246 self-judgement, avoiding, 248-249 singing, 246-247 speaking with passion, 252-254 speed, 239-240 structuring responses, 239 'stutterer' label, 242-243 thinking clearly, 237-239 Suu Kyi, Aung San (politician), 148 Swish Pattern model, 255

• 7 •

taking stock, 49-52 taking your time, 324, 336. See also speed Talking Heads (Bennett), 78-79 talking tough, 306-307 teaching, 309-312 team flow, 298 technique, moving beyond, 176-180 Ted Talks (website), 28 tempo, 130-131, 329 tension, 14, 98, 338 Thatcher, Margaret (UK Prime Minster). 31, 38, 48, 159, 225, 274, 276, 277 thinking, 237–239, 249–255 Thinking Hats concept (De Bono), 298 Thomas, Dylan (poet), 106, 148 throat, 82-83, 168-170 Through the Looking Glass (Carroll), 33 To Have and Have Not (film), 340 Tolle, Eckhart (author), 347 tone, 47, 329 'tone-deaf' label, 288 tongue, warming up, 99-100 tongue-tied, 202-203 tough talking, 306-307 trance, inducing, 317–318 trusting in the moment, 187–190 truth, spotting, 294-295

• U •

Under Milkwood (Thomas), 106, 148 understanding, 13, 218, 219–220 uniqueness of voice about, 175 authenticity, 183–187 beyond technique, 176–180 inner energy, 176–178 inner voice, 178–179 intention, 179–180 personality-free role, 181–182 playing roles, 181–183 putting on roles, 182–183 sharing your voice, 190–192 trusting in the moment, 187–190 Use of The Self (Alexander), 347

• V 0

Vanty Fair (magazine), 199 variety, 16, 20 VASTA (Voice and Speech Trainers Association), 346 verbal tags, avoiding, 325 vibration. See resonance vibrations of sound, 36–38 Video Arts (website), 287 vocal cords, 59, 79, 82-84 vocal range, 170-173 vocal sabotage about, 195, 207-208 age, 208–209 cultural variations, 213 differing voices, 214-215 droning on, avoiding, 204-205 effort, 205-207 emotions, 196-197, 214 fear, fighting, 197–199 gabbling, 201–202 glottal attack, 209-210 health, 208 heavy-handed control, 203 jabbering, 201–202 masking fear of emotion, 204 matching sound and meaning, 210–215

Voice & Speaking Skills For Dummies

vocal sabotage (continued) mumbling, 200–201 nasal voice, 210 squeakiness and shrillness, 199-200 tongue-tied, 202-203 vocals, cultural variations in, 213 Voice and Speech Trainers Association (VASTA), 346 voice care, 348-349 Voice Care for Teachers (website). 349 Voice Care Network UK (website), 349 voice coaching, 17-19, 232-233, 345-346 Voice of Influence: How to Get People to Love to Listen to You (Apps), 169, 347 voice of your gut, 166-168 voice sounds, making meaning from, 38 voice-related subjects, resources for, 347 voice(s). See also specific topics about, 9, 10 assessing how it fits you, 51-52 changing, 12-13, 32 collecting, 25 evaluating, 50 finding yourself in your, 26 in history, 28 identifying good, 22-24 inspiring, 339-344 myths, 31-35 power of, 11, 27-29 preparing to change your, 52–55 projecting your, 116–120 reacting to, 35-38 resources, 346-347 revealing different, 46-49 rewards of a great, 11-12 sounds that make up, 29-30 things to develop, 19-22 toning down your, 122–123 using all your, 214–215 as your calling card, 10 Voicesource (website), 346 The Voice Foundation (website), 349 volume. See also speed about, 115 acoustics, 122

creating effects with, 123–124 expressing feelings with, 329 gaining attention, 121–122 gradually changing, 125–127 for intimate encounters, 116 projecting your voice, 116–120 quiet speaking, 124–125 raising without strain, 335–336 toning down, 122–123 turning up/down, 115–127 vowels, 103–104, 111–112, 329

• W•

walking your talk, 302–303 warming up facial muscles, 97–100 Warren, Iris (voice expert), 87, 184 websites. *See specific websites* Weiner, Anthony (US Congressman), 183 Welsh language, 106, 222 Wilde, Oscar (writer and poet), 190 Williams, Kenneth (actor), 205, 210 Williams, Shirley (politician), 163 *With a Crack in Her Voice* (Dench), 344 words, 32–34, 96–97, 105–106 Wordsworth, William (poet), 94

• X •

The X Factor (TV show), 219

• ¥ •

Yanni (musician), 298 Yeats, William Butler (poet), 104 Yeung, Rob (author) *Public Speaking and Presentations For Dummies*, 347 YouTube (website), 29, 347

• Z •

Zander, Benjamin (conductor), 24, 163 Zellweger, Renée (actress), 232