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your communication and
presentation skills

Training | Coaching | Speaking
www.gildabonanno.com
gilda@gildabonanno.com
203-979-5117

Keeping Your Voice Strong While Presenting

Sometimes when you're presenting, introducing yourself or answering questions in front of a group, your voice trails off at the end of the sentence. Your audience can't understand the last part of your sentence and you may sound nervous and unprepared. Here are four tips for keeping your voice strong throughout your presentation:

1. Breathe

When you take short, shallow breaths, there is not enough oxygen to fuel your voice through the end of the sentence. You literally run out of air by the end of the sentence. To prevent this from happening, take full, deep breaths which will energize your voice.

2. Pause More

You won't have enough air to race through several long sentences delivered end-to-end. Pausing during or between sentences will give you a chance to catch your breath and your audience a change to digest what you've just said. It also helps you emphasize important words or phrases. Pausing will feel awkward at first, but with practice, you will get more comfortable.

3. Use a Microphone

If there is a microphone available, use it. The microphone will make it easier for you to project your voice. As I stated in another article, "How to Use a Microphone Like a Pro," you should practice the mechanics of using a microphone so you can do it successfully.

4. Be Confident

Sometimes your voice may trail off because you are not confident about what you are saying or how you are saying it. Work on overcoming any fear you have of presenting in general and then focus specifically on your anxiety about presenting this topic to this audience at this time. If you still don't feel confident, act as if you do – and it will help you feel more confident.

Keeping your voice strong throughout your entire presentation will help you deliver your message to your audience with energy and confidence.

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