

Executive Voice Coaching: Tip Sheet

By controlling your voice, you will convey authority in all your communications – presentations, pitches, speeches, interviews, and meetings.

Relax. If your breathing is forced, your pitch will be higher. Breath control will help lower the voice pitch and make your delivery more impactful.

Vocal warm-ups before a high-stakes presentation will help with articulation, volume and energy.

Lively, natural intonation grabs and keeps your listeners' attention. A monotonous intonation might turn them off.

Enthusiasm is contagious. By stressing positive words, your passion can come across.

Stress facts, figures and key data to allow your audience to retain this important information.

Nerves can make you speak too fast. Speak at a slower than normal conversational pace to sound more confident and in control.

Overuse of fillers like “um” and “er” can become distracting for an audience. They suggest you are unprepared or nervous.

Avoid “like”, “you know” “sort of” when presenting. These words are not helpful for conveying gravitas.

Pausing slightly either before or after an important point can add power to your key message.

Don't forget the importance of non-verbal communication. Using appropriate hand gestures, smiling and body movements can underline your message.

Maintain good eye contact. This engages your audience more and allows you to read the room.