

Making Everything Easier!™

Voice & Speaking Skills

FOR

DUMMIES®

Learn to:

- Communicate successfully using the power of your voice
- Experiment with volume, speed and pitch to maximise your vocal potential
- Speak with confidence and make a great first impression

Judy Apps

Professional Voice Coach



Voice and Speaking Skills For Dummies®

Visit

www.dummies.com/cheatsheet/voiceandspeakingskillsuk to view this book's cheat sheet.

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About the Author

Judy Apps is an international voice specialist, coach, author and inspirational conference speaker. She has spent many years unravelling the secrets of how great leaders inspire and for 20 years has coached people from all walks of life – from leaders in major international corporations to executives, politicians, media people and all who want to understand the voice better and communicate with more influence. Judy is a Professional Certified Coach with the International Coaching Federation and a fully qualified NLP Trainer and member of the NLP University Global Trainers' and Consultants' Network. Her popular 'Voice of Influence' open programmes in London include workshops on coaching, voice and influence, leadership and communication, and NLP.

Judy is the author of two books: *Voice of Influence – How to get people to love to listen to you*, a fascinating mind-body approach to finding your authentic voice and expressing yourself with integrity, presence and passion; and *Butterflies and Sweaty Palms – 25 Sure-Fire Ways to Speak and Present with Confidence* – invaluable reading for anyone who's ever faced the fear of public speaking.

Judy is passionate about voice, knowing that by changing your voice you grow in confidence and miracles begin to happen in your life. She combines a thorough vocal knowledge with a whole mind-body approach that's fascinating and highly effective. Her energy and humour are infectious, and her dynamic techniques and highly intuitive way of connecting with people's inner potential have enabled hundreds of people to achieve great leaps in their speaking, charisma and, above all, personal confidence.

Dedication

To those who speak with a voice of truth – we surely need more of them!

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Where does a book come from? So many threads came together to create this one. Long ago, I remember breaking out from the conformity of traditional singing lessons one afternoon and experimenting freely with new ideas with a colleague – very fruitful, thank you Carl! I remember listening to an eloquent speaker with a rich voice at a conference on another occasion and suddenly realising that his opulent voice was boring me – reflecting on that brought important new insights, so thanks, whoever you were. I remember the excitement of beginning to explore mind-body connections through bio-energetics – thank you Alexander Lowen. Such precious threads are too plentiful to enumerate. They include many of my coachees through both their successes and failures. They certainly include many wise voices from the exciting world of books.

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Introduction

Your voice is so much part of who you are! You can't leave home without it, and every time you open your mouth it's *your* voice that comes out. You're probably already well aware of this fact because you picked up this book. What if you opened your mouth and people hung on your every word? What if people understood you better – and even appreciated you when you spoke? If you like these ideas, read on!

I've worked with literally hundreds of people in one-to-one consultations and in workshops, and had the pleasure of witnessing again and again the positive life changes that come when you successfully develop your voice. Some people come to me in such fear and trepidation, they can scarcely walk through the door; others consult me to prepare for important international presentations or media interviews. In each case, voice improvement is accompanied by a new inner confidence. They *find their voice* in every sense. That will happen for you too.

When your voice is strong and expressive, doors open for you. Most professions welcome people who sound good and can speak well. People form remarkably fixed and strong opinions based on your voice. I'm sure that you've heard remarks from time to time like, 'she sounds intelligent' or 'he sounds friendly'. Promotion often depends on your voice. Relationships blossom or founder on it.

But you also probably know several people who are unaware of just how much their voices are liabilities. You'd like to spend more time with them, but their voices! Maybe you find a certain man negative when his moaning tone is really what puts you off. Or you find that woman too sharp because of her clipped tones.

Or the sheer decibels and shrieking pitch of certain people have you running for cover!

Research and personal experience confirms that body language has a strong impact. Your voice is equally powerful and maybe even more so. The tone of a voice affects others physically with its vibrations. A loud unpleasant voice can feel like an assault on your very person. But equally, the impact can be below the level of consciousness, influencing your view of a person without your realising why.

When you discover how to speak well, you find that people treat you differently, and that you attract different connections. Finding your voice is a journey that takes you beyond the world of sound. As you read through these chapters or work with a voice coach, you find that the ability to speak your mind authentically builds your confidence and allows you to know yourself better. In finding your unique voice, you discover your way of being in the world. You realise that you have something to say. What starts as a quest for a good voice, becomes the discovery of the person you were born to be. You become more at ease in your own skin, and more able to connect successfully with other people. This is a great recipe for success.

So, dip into this book; have a look around. Playing with the instrument that is your voice is a fun thing to do, and the results are sure to be awe inspiring. You can start at any place in the book . . . or if you prefer, just turn the page.

About This Book

This book explores how to use your voice more effectively and influentially in every context. Plenty of books on public speaking exist, but they concentrate mostly on tips for creating