

COMPETENT COMMUNICATION MANUAL

Project #6: VOCAL VARIETY

Executive Summary:

Your voice has a major effect on your audience. A lively, exciting voice attracts and keeps listeners' attention. A speaking voice should be pleasant, natural, forceful, expressive and easily heard. Use volume, pitch, rate and quality as well as appropriate pauses to reflect and add meaning and interest to your message. Your voice should reflect the thoughts you are presenting. Review **Your Speaking Voice** (Catalog No. 199), which you received in your New Member Kit.

Objectives:

- Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message.
- Use pauses to enhance your message.
- Use vocal variety smoothly and naturally.
- Time: Five to seven minutes.

Note To The Evaluator:

The speaker is to use a voice that is pleasing to listen to, with proper balance of volume, pitch and rate, and use pauses to enhance his or her message. The speaker's voice should reflect and add meaning to the thoughts he or she is presenting. The speaker is to incorporate lessons learned in previous projects about purpose, organization, word usage and body language. In addition to your verbal evaluation, please complete this evaluation form by checking the appropriate space for each category. Add comments where praise is warranted or where you can offer specific suggestions for improvement.

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PROJECT 6 Evaluation Guide for "VOCAL VARIETY"

Title: _____

Evaluator: _____ Date: _____

Topic Selection:	____Facilitated vocal variety	____Satisfactory	____Could Improve
Volume:	____Excellent	____Satisfactory	____Too loud or soft
Rate:	____Excellent, varied	____Satisfactory	____Too fast or too slow
Pitch:	____Varied, conversational	____Satisfactory	____Monotonous, artificial
Quality:	____Pleasant, friendly	____Satisfactory	____Harsh, monotonous
Pauses:	____Appropriate, effective	____Satisfactory	____Could improve
Expressiveness:	____Conveyed emotion, meaning	____Satisfactory	____Could improve
Vocal variety:	____Enhanced speech	____Satisfactory	____Could improve
Organization:	____Logical flow of ideas	____Satisfactory	____Should improve
Word Usage:	____Vivid, descriptive, accurate	____Satisfactory	____Could improve
Body language:	____Natural, expressive	____Satisfactory	____Unnatural, distracting

What could the speaker have done differently to make the speech more effective?

What did you like about the speech?