

• **Reading Material for Recording**

The moment people see you, they begin to make decisions or judgments about you. Those decisions or judgments are reinforced or questioned the moment you open your mouth to speak.

You may have invested a lot on personal effectiveness training, management training, and leadership training to increase your competency and competitiveness. You may have practiced self-affirmation to keep yourself motivated for success. You may even have people design your wardrobe and have been working out to keep in shape. Yet you still find you are not being taken seriously when you speak; you still couldn't get the promotion you may be well deserved; and you still couldn't get the respect you crave for from your subordinates, let alone motivate and inspire them.

It's all because you fail to speak clearly, confidently, and convincingly. You have long overlooked your vocal image, your voice. You fail to realize how powerful it is to your personal image and professional success.

• **Voice Analysis**

1. _____ My voice sounds as if it's coming from my nose.
2. _____ My voice gets tired as I use it, especially for long periods.
3. _____ My voice sounds breathy, i.e. I'm always out of breath.
4. _____ My voice sounds "gravelly" especially at the ends of sentences and phrases.
5. _____ My voice sounds young and/or gets higher as I get stressed.
6. _____ My voice sounds like sing-song.
7. _____ I frequently have a dry, scratchy throat after speaking.
8. _____ My voice sounds harsh and/or shrill.
9. _____ I sometimes have trouble being understood.
10. _____ I sometimes run out of air when speaking.
11. _____ My voice is weak and thin.
12. _____ I have to clear my throat frequently.
13. _____ I'm often told to "speak up."
14. _____ I sometimes stumble on even simple words.
15. _____ My voice sounds flat and monotone.

Send your recording to: connecting2success@yahoo.com.sg