



S Y L L A B U S

Improve Your Public Speaking Voice

Duration: 5 Days (Total: 20 Hours)

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1.0 Course Overview

This dynamic module empowers participants to **improve vocal presence** for public speaking by developing vocal strength, clarity, control, and expression. Learn how to sound confident, expressive, and engaging — whether on stage, online, or in daily communication.

2.0 Learning Outcomes

By the end of this course, participants will be able to:

- Understand and optimize vocal mechanics for speech
- Control breathing and projection to sound clear and confident
- Use tone and inflection to engage audiences
- Improve articulation, rhythm, and vocal energy
- Deliver presentations with authenticity and vocal command

3.0 Training Methodology

- Voice and Breath Exercises
- Real-Time Speaking Practice
- Audio/Video Playback and Self-Review
- Guided Vocal Warm-Up Routines
- Peer Feedback and Performance Coaching

4.0 Understanding Your Voice and Vocal Mechanics (3 Hours)

Objectives:

- Explore how your voice works and how to use it effectively

Topics Covered:

- Anatomy of the Voice: Diaphragm, Resonators, Vocal Cords
- Common Speaking Voice Issues (Strain, Nasality, Mumble)
- Identifying Your Natural Pitch and Resonance
- Importance of Posture and Body Alignment

Activities:

- Task: Record and review your natural speaking voice
- Exercise: Discover your vocal range through pitch drills
- Partner Practice: Mirror posture and voice tone awareness

5.0 Breath Control, Projection, and Clarity (3 Hours)

Objectives:

- Learn to support your voice with proper breath and volume

Topics Covered:

- Diaphragmatic vs Chest Breathing
- Voice Projection Without Shouting
- Reducing Vocal Fry and Weak Starts
- Breathing for Calmness and Vocal Power

Activities:

- Practice: Box breathing + breath holds
- Drill: Read a passage aloud at different volumes
- Challenge: Maintain clarity while increasing projection

6.0 Tone, Emotion, and Vocal Variety (4 Hours)

Objectives:

- Use your voice to express emotion, passion, and energy

Topics Covered:

- The 4 Vocal Dimensions: Pitch, Pace, Volume, Pauses
- Emotional Tone and Intention in Speech
- Avoiding a Monotone Delivery
- Inflection for Questions, Emphasis, and Transitions

Activities:

- Exercise: Read the same line with 5 different emotions
- Role Play: Deliver a short speech with changing tones
- Group Feedback: Identify vocal strengths and gaps

7.0 Diction, Pace, Pauses, and Emphasis (3 Hours)

Objectives:

- Master the rhythm and clarity of professional speech

Topics Covered:

- Enunciation and Word Precision
- Strategic Pausing for Dramatic Effect
- Controlling Speaking Speed
- Stressing Key Words for Impact

Activities:

- Drill: Tongue twisters and articulation exercises
- Exercise: Deliver a paragraph at different speeds
- Partner Practice: Use pauses in persuasive statements

8.0 Voice Confidence, Warm-ups, and Presentation Practice (3 Hours)**Objectives:**

- Prepare your voice for any speaking engagement

Topics Covered:

- Daily Vocal Warm-Up Routine
- Visualization and Vocal Confidence
- Overcoming Nervousness and Tightness
- Applying Voice Work to Speeches and Pitches

Activities:

- Warm-up Circuit: Humming, Lip Trills, Sirens, Breaths

- Task: Deliver a 60-second voice-focused mini speech
- Reflection: Develop your personal pre-speech ritual

9.0 Feedback, Refinement, and Performance Tools (2 Hours)

Objectives:

- Receive feedback and refine delivery through recording and coaching

Topics Covered:

- Self-Assessment Through Audio/Video Playback
- The Role of Vocal Feedback Loops
- Mobile Tools and Apps for Practice
- Setting Goals for Ongoing Improvement

Activities:

- Lab: Record, review, and revise a practice speech
- Group Review: Constructive voice-focused critique
- Task: Create a voice improvement plan

10.0 Conclusion and Wrap-Up (1 Hour)

Key Takeaways:

- Celebrate vocal growth and identify next steps

Final Activities:

- Showcase: Deliver a final 2-minute confident voice speech
- Certificate Distribution
- Feedback and Journaling: “How I will continue using my voice”