

The Public Speaking Wire

Helping you achieve speaking success

Issue 7

New Year & New Start

For many people a new year means a new start. If interviewing for a new job or a new client is among your resolutions, you'll find [part II of our interview tips](#) below of help.



Many of us take our voice for granted. But, your voice needs love and tender care to function at its best. So, give your voice a valentine, and read our [five tips for saving your voice](#).

Lastly, a tense jaw can affect the way you sound. We have a simple way to [help loosen that jaw](#). Do what the cows do!

I hope you enjoy this edition of *Public Speaking Wire*, and I invite you to learn more by visiting [our blog](#).

Here's to happy speaking,

Linda



Top Speaking Skills for Interviews, Part II

Communications Skills for Job Hunting and New Business Success

You're prepared for your upcoming job or new business interview. You've reviewed anticipated questions, rehearsed your answers, and are aware that, when the actual time comes, you may be a little nervous. That's only natural.

You're aware of the value you can bring to the new company or client, and you know how

to carry yourself with poise. Here are some additional pointers to help you through that big interview.

- Breathe deeply. Practice taking deep breaths when you rehearse your answers, and before you begin speaking at the actual interview or presentation. Breathing deeply helps you relax, helps slow down that beating heart rate, and also helps improve voice quality. [Read more...](#)

A valentine for your voice

Did you ever stop to think that your voice and speaking success hinges on two little vocal cords? If not, it's time to think about this and how to be kind to your voice.



So here are five hints for treating your voice with loving kindness:

- Don't yell. Yelling strains your voice
- Avoid whispering. Believe it or not, whispering can be hard on your voice.
- Be aware of how you speak on the phone. Unless you support your voice with breath and energy, it can become tired and strained.
- Drink lots of water. This helps hydrate your voice; room temperature, please.
- Avoid alcohol and caffeine before a speaking engagement. Even though you think alcohol may relax you and caffeine will energize you, these drinks tend to dry you out.

Lastly, be sure you're using your breath. Breath is food for your vocal cords. It may sound funny, but many people actually hold their breath when speaking. That's why you hear a croaking or rough sound, that's why your voice gets strained and tired.

So, be kind to your voice, and let those cords chime!

For more hints on protecting your voice, read our posts on [saving your voice in winter](#) and the [importance of supporting your voice](#).

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Quick Exercise

Did you know that we hold a lot of tension in our face? Have you ever felt your jaw tightening up?

To help relieve jaw tension and help relax your facial muscles, do what cows do. Gentle chewing motions (think of a cow chewing its cud) will help your jaw relax and relieve tension.



Photo: Nicolas Vigier

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We offer individualized or small group coaching to help you meet your public speaking goals.

Tailored workshops are available for corporations and organizations.

Make better speaking one of your goals for the New Year. [Contact us](#) for private coaching and winter classes to find out how we can take you "from fear to fun!"

Ask Linda

Do you have a question about public speaking? [Ask us](#) and we'll publish the answer in the next newsletter!

*Want more tips on successful presenting for today's world?
Visit the [Public Speaking Wire](#) blog.*

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