
Voice Tone and Vocal Training Skills in Effective Communication

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Abstract

Mastering communication is an essential skill to have in every aspect of everyday life for both personal and professional reasons. It is a key element in classroom management. The combination of learned minds with effective communication is like a magical wand that can stir every heart. Establishing and developing communication is important in order to be heard and control the mind of the students according to your own thoughts. None will guess what you want or what you think if you don't think them effectively and nothing is going to change if you don't purpose a change. The purpose of this essay is to discuss the role of effective communication in classroom management through voice tone and vocal training skills. If you want to communicate effectively and positively influence your audience, you must pay special attention to the tone of your voice. The present paper is an attempt to explore effective communication through vocal training skills.

Introduction

Speaking is the skill of skills and the gift of gifts and "effective communication is the backbone of success", but what does effective communication mean?, being able to speak a language is not related to how smart you are. Anyone can learn how to speak any language. This is proven fact by

everyone in the world. Everyone can speak at least one language. Whether you are intelligent, or lacking some brain power, you can communicate in one language. Can providing quality in communication be judged as effective communication? In my opinion the answer is "no". It is not just important to give a quality lecture but it is more important for the presentation of lesson or lecture. Effective communication of speaking should have the same effect on the listener, as good music has soul stirring effect on the one who hears. Can you try and remember back to the last time you met someone about whom you thought was a really good communicator. Was it something about his voice? His Smile? The confidence he exuded? The way he stood maybe? Or was it a combination of all that and more? Yes an effective communication is the combination of all. Effective communication means that transmitted content is received and understood by someone in the way it was intended. It is a two- way process - sending the right message, which is also being correctly received and understood by the other person. The speaker must be sharp enough and have acuity to judge the standards, aptitude and mood of the listeners or the audiences before performing a speaking activity. Effective communication is not merely delivering a lecture but performing.

What does it take to communicate with another person? How are we communicating even when we aren't using words? We communicate with much more than our words. In face – to face communication, our words are only part of the message. The balance of the message, and in fact, the largest part of the message that we are sending to others is made up of non-verbal information. It is composed of our body language and our tone of voice. An effective act of speech depends on a chain of speech acts and in this paper I am focusing on the role of voice and vocal training skills in effective communication. How does our voice effect our communication? According to Mehrabian, the tone of voice we use if responsible for about 35-40 percent of the message we are sending. Tone involves the volume you use, the level and type of emotion that you communicate and the emphasis that you place on the words that you choose. Your audience judges you from the moment you stand up to speak. If you are dressed well and are neat and clean, their initial impression of you will be positive. However, if your voice is squeaky, your works unintelligible, or your voice too loud, their positive impression quickly will become negative. If you want to communicate effectively and positively influence your audience, you must pay special attention to your speaking voice. an effective voice isn't necessary just for class room speaking. A good, controlled voice is an assest in every contact with others. Your voice mirrors your personality with language all its own. A natural voice which projects cordiality, cultivation, an authority is a significant tool for personal success. It can help in winning your student and improving your social opportunities,

When you speak, your voice reflects your psychological and emotional state of mind. You cannot hope to persuade or influence others – or even get them to listen in a positive way – if your tones are harsh and unfriendly. "Voice tone" relates to the musical aspects of your voice:

It pertains of pitch, volume, pace, and emphasis. People respond instinctively to voice tone either positively or negatively. It is must for one to know the voice quality of the tone.

WHAT KIND OF VOICE DO YOU HAVE?

Do you whisper or boom?

Some people speak too loudly. At the other extreme are those who can barely be heard. Voice loudness or volume should be appropriate in strength and intensity and should be varied in order to add emphasis to your speeches. Inaudibility is different from speaking softly with vocal support. A whisper is air without sound: air must vibrate against your vocal cords to produce audible sound. A fading voice is first cousin to whisper. If you want to communicate with your audience, you must project your voice.

Are you monotonous or Melodious?

When you speak about something, does your voice convey life, color, and melody, or do your sentences come out flat, wooden, and without variety? Do people find your vocal range pleasant? Good speakers vary their speech to express emotion and conviction. The highness or lowness in the sound of your voice is known as pitch. If your voice is squeaky, guttural, shrill, or flat, then you should work on your pitch.

Research done by department of psychology, University of Pittsburgh, USA indicates that people make instinctive

judgments of others based upon the tone of the voice of the speaker. Specifically, people judge those with deeper voices as having more authority. This is thought to be a throwback to an earlier time where status was based upon physical power and strength. Heavier, physically bigger people have deeper voices than smaller people. And bigger people were dominant, so deep voices were associated to higher status. And to a lesser degree, they still are. So a deeper voice lends more authority. Does this mean you should speak with a fake deep voice? No, everyone has a voice range and to know our voice range we must have an idea that how voice is produced through vocal production.

Breath Produces Voice

Deep, controlled breathing is necessary for good vocal production. Your voice is supported by a column of air, the depth and steadiness of which determines your vocal quality. Think of the diaphragm as the foundation on which this air column rests and by which it is controlled as it comes upward to meet the vocal organs.

When you breathe in, your abdominal wall expands, when you exhale, the diaphragm relaxes and the abdominal wall contracts. The relaxed diaphragm rises, pushing air out of the lungs. The exhaled air provides the controlled production of speech sound. As the air is pushed upward against the vocal cords, it causes them to momentarily separate, allowing the air to pass between them. The rush of air and the elasticity of the vocal cords then pull them back together. The production of these vibrations is called phonation.

Consider how sound is produced at the mouth of an inflated balloon. Vocal sound is produced in a similar manner. Air pressure

comes up through the throat, mouth, and nose, causing a continuous pressure change in the air surrounding the speaker. These pressure changes are called sound waves. They are transmitted to the ear of the listener and the voice is heard.

• How To Improve Your Voice Through Vocal Training Skills

To improve your voice your goal should be vocal efficiency – the production of maximum vocal output with minimum effort. An efficient voice is mouth versatile, and produced with very little effort.

Vocal skills for Voice Relaxation, to improve volume, controlling pitch

Here is a three – step vocal training method for relaxing your voice. If you do these simple exercises several times daily for a few minutes each time, you will soon notice a difference. Your voice will sound richer and more colorful.

1. While standing or sitting comfortably, place your hands lightly on your throat muscles and speak in a normal tone. Note the tenseness of the throat muscles and the tightness of your jaw.
2. Yawn. Open your mouth wide. Finish the yawn with an easy “ho-hum,” prolonging the “hum” for several seconds. Drop your jaw as far as it will go without stress. Waggle the jaw from side to side and continue humming with your lips closed and jaw loose. Notice how your throat muscles have loosened and become relaxed. See how comfortable your throat feels with the strain removed.
3. Retaining this feeling of ease and looseness, say the following words: Hang, Harm, Lane, Main, Lone, and

Loom. Open your mouth wide, dropping your jaw loosely.

Here are four exercises that will help you develop proper breathing and improve your vocal volume.

1. Exhale all air from your lungs. Continue pushing it out even after you feel it's totally expelled. When no more air can be forced out, you will automatically inhale. Inhale deeply. Observe how the air rushed in. Only a deep, full inhalation will satisfy your hunger for air. Repeat this process frequently, but not more than three or four times at each repetition.
2. Exhale comfortably. Then take a moderately filling breath, not crowding your capacity. Hold it for 15 seconds, and then exhale quietly. Repeat this process frequently for several days. Then gradually increase your holding time to 20 seconds, 30 seconds, and 45 seconds. Eventually, you will be able to hold your breath for a full minute. This exercise will help you to develop breath control by strengthening your diaphragm and vocal cords.
3. Standing erect, inhale with five quick, short gasps through and open mouth. You will notice that you cannot gasp like this without using your diaphragm. Five gasps should fill you to capacity. Then exhale in five quick gasps or puffs. Next, practice gasping and puffing through your nose with your mouth closed.
4. Laugh heartily with a big ha ha ha. Carry this through to complete exhalation, and then inhale deeply and quickly.

Once you have established your range, apply the following vocal exercises on stretching, extending, and controlling your pitch.

1. Sing the sound ah at a normal volume. Increase your volume until you feel yourself straining or losing clarity of sound. Repeat this process several times in smaller segments until you reach the maximum loudness level comfortable for you.
2. Sing the sound aa as in the preceding exercise, but this time do it at various higher and lower pitch levels. Do not do this exercise for more than a few minutes at a time and stop whenever you feel strain. Periodically rest your voice by performing breathing and throat relaxation exercises. Do not do this exercise if you have a cold, a sore throat, or other irritation that affects the voice.
3. Repeat the two preceding exercises, but this time recite letters of the alphabet, numbers, days of the week, or months of the year. Always strive for total relaxation of the vocal apparatus.

Conclusion

Our voice and our face are our public relations agents. More than any other factors, they serve to establish our image in the minds of others. So voice tone is key element in effective communication and through vocal training skills we can shape our tone group and can make classroom management the most effective.

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