



Mini
GUIDE

VOICE TIPS FOR PODCASTS

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A MINI GUIDE TO VOICE FOR PODCASTS

STAY HYDRATED

If you are going to speak for a very long time, it will be good to keep hydrated, especially if you're feeling a little nervous. Dry mouth happens when we feel nervous and sometimes this results in something called "mouth clicks". A good microphone picks up a lot of noise from the action of our mouth, tongue and lips. Very often we don't even realise that it is happening until we listen back to our recording. An occasional mouth click is fine and can be edited but if it happens all the time, it will not be easy to edit and can sound quite annoying for the listener too. So, keep yourself hydrated, not just by drinking before you start your session, but way in advance.

BREATHING

- Listen back to your show and notice if you are taking a lot of big inhalations. If you are then you should pay special attention to how you are managing your breathing.
- Practice taking more air into your lungs – This will help you go longer without taking a breath.
- Master the short inhale – When you have to speak a long sentence, sometimes you need to take a breath to make it to the end of your message. Instead of making a noticeable pause to take a big inhale, take a quick, short breath to carry you through to the end.
- Check your posture – Especially your neck, you may be sitting in a position which constricts your airway, limiting the air flow going in and out.
- Inhale with less sound – Check your mic position. Spread your fingers out on one hand. Turn your hand so your thumb is at your mouth, and the little finger is touching the mic. That should be a good position. If it's too close the mic will pick up more mouth sound than necessary. Sometimes moving your head away from the mic as you are taking a big breath helps too.
- If you are particularly energetic and are speaking louder than normal, then you will need to adjust your position while in the moment. Likewise, if you want to sound more intimate, then the distance between you and the mic can be closer.

ORGANS OF ARTICULATION

To warm up your organs of articulation, try some tongue twisters as they stretch out all the muscles you need to speak clearly, improve your diction and will keep you from tripping over your words. It will also help you reduce mouth noises such as pops and sibilance. Try these:

RED LEATHER, YELLOW LEATHER

UNIQUE NEW YORK, UNIQUE NEW YORK

SIX SILK SHEETS, SIX SILK SHEETS

BODY LANGUAGE AND FACIAL GESTURES

We can't see them in audio, so always translate your reactions into words for the listener to understand by rephrasing them into sentences with words.

LISTENING BACK

We don't usually pay attention to our voice when we are talking and hearing it on playback can sometimes feel weird. But we have to listen to our voices and listen critically, without being too hard on ourselves. Listen for things that distract from the message such as mouth clicks, smacks, jangling jewellery and even sounds from the furniture like a squeaky floor caused by the moving chair or sounds from the leather or PVC seat.

DON'T WORRY ABOUT FILLER WORDS

Filler words like "uhms" "uhh" "y'know" can make you sound casual and relaxed so don't keep count of how many times you use it. However, listen back to see if it is being overused to the point that it becomes distracting or worse, annoying to the listener.

SMILE & ADD MELODY TO YOUR SPEECH

When you smile as you speak, you just sound nicer. Everyone does. So just smile when you speak if you don't want to sound like you've just lost your life savings at the casino. Smiling also automatically brings energy into your vocal delivery. To avoid sounding monotone, add melody to your speech with intonation in your sentences. If at all possible, stand while you speak to inject vibrance into your tone.

TIPS FOR INTERVIEWING GUESTS

- Share your goals beforehand and let them know what you expect from the session, such as advice or information for the listener.
- Prepare an outline in advance – a list of topics that you'd like to cover and also take notes as you are in session so you could add them in, based on your guest's response. This will make it sound like you are really listening and not just going down the list of questions.
- You are in the driver's seat, so navigate the journey so that your guest can shine. Set them up for success.

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