

Maintaining a healthy and effective voice for teaching

1



Introduction

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Good habits

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Communication

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Voice projection

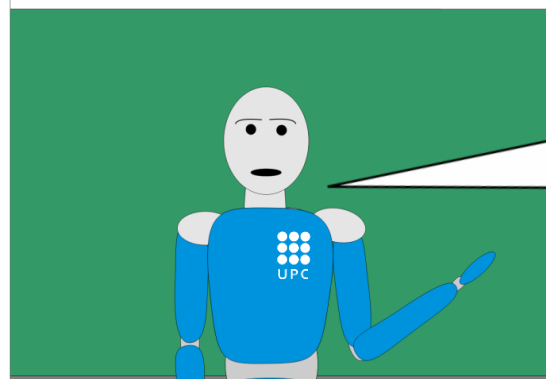
Follow these **recommendations** when you are teaching **in the classroom**

Introduction

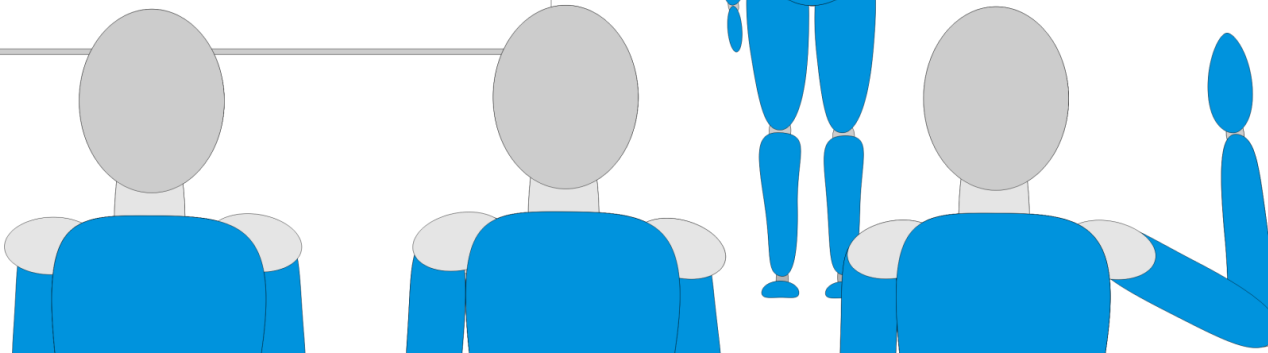
Teaching **in the classroom** can involve using your voice for long periods of time.

We offer these **recommendations** for maintaining a healthy and effective voice for teaching:

- Good habits
- Communication
- Voice projection



*In the classroom,
follow the
recommendations.*



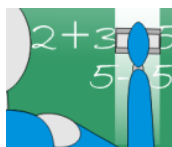
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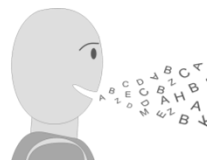
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Good habits (1/2)

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Communication

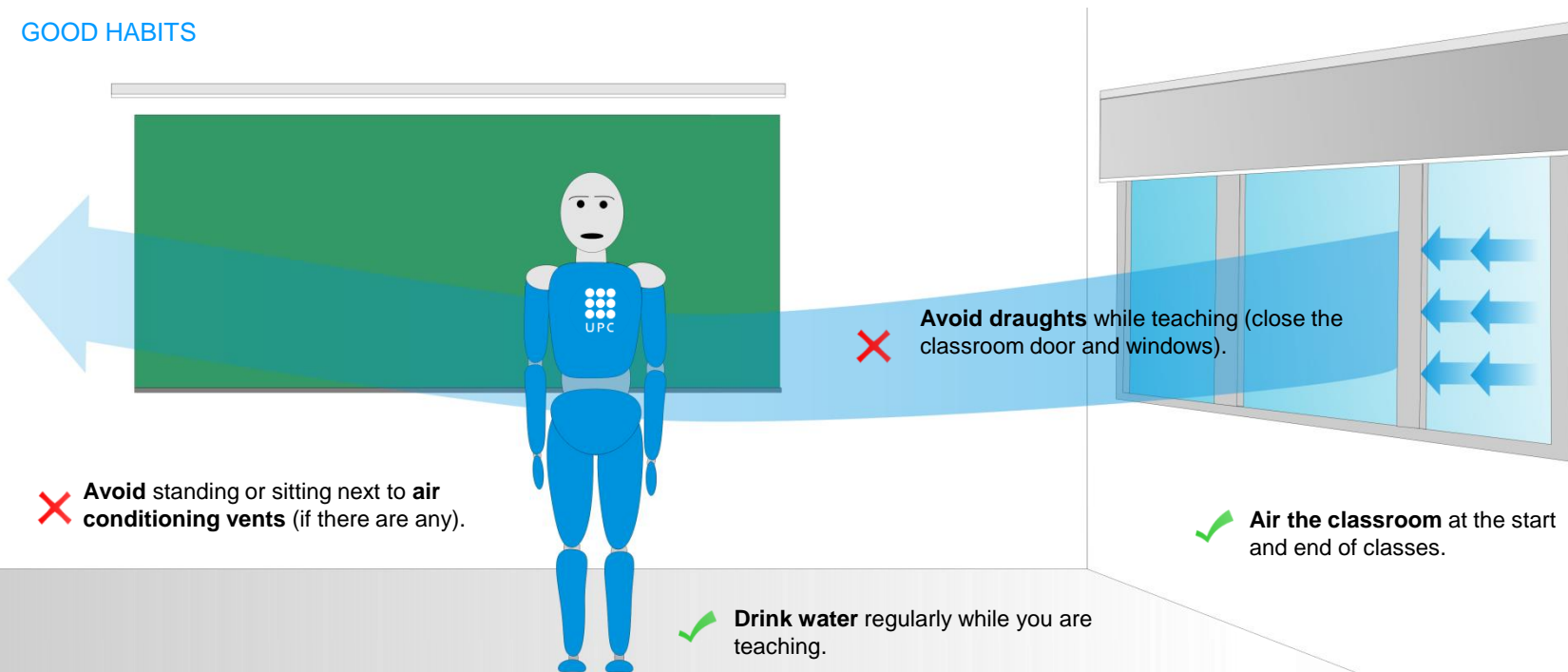
4



Voice projection

Good habits at work help to **minimise the risk** of voice disorders.

GOOD HABITS



✗ Avoid standing or sitting next to air conditioning vents (if there are any).

✗ Avoid draughts while teaching (close the classroom door and windows).

✓ Air the classroom at the start and end of classes.

✓ Drink water regularly while you are teaching.



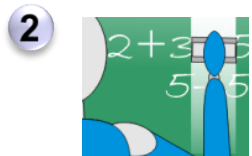
✓ Inhaling through your nose purifies, heats and humidifies the air.

Airing the classroom improves air quality (there is less CO₂).

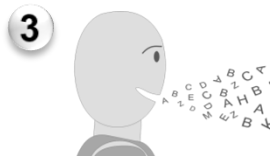
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2 Good habits (2/2)



3 Communication



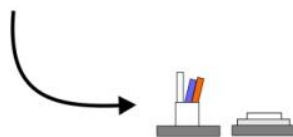
4 Voice projection

Use proper techniques (good habits) when you write on and clean the board.

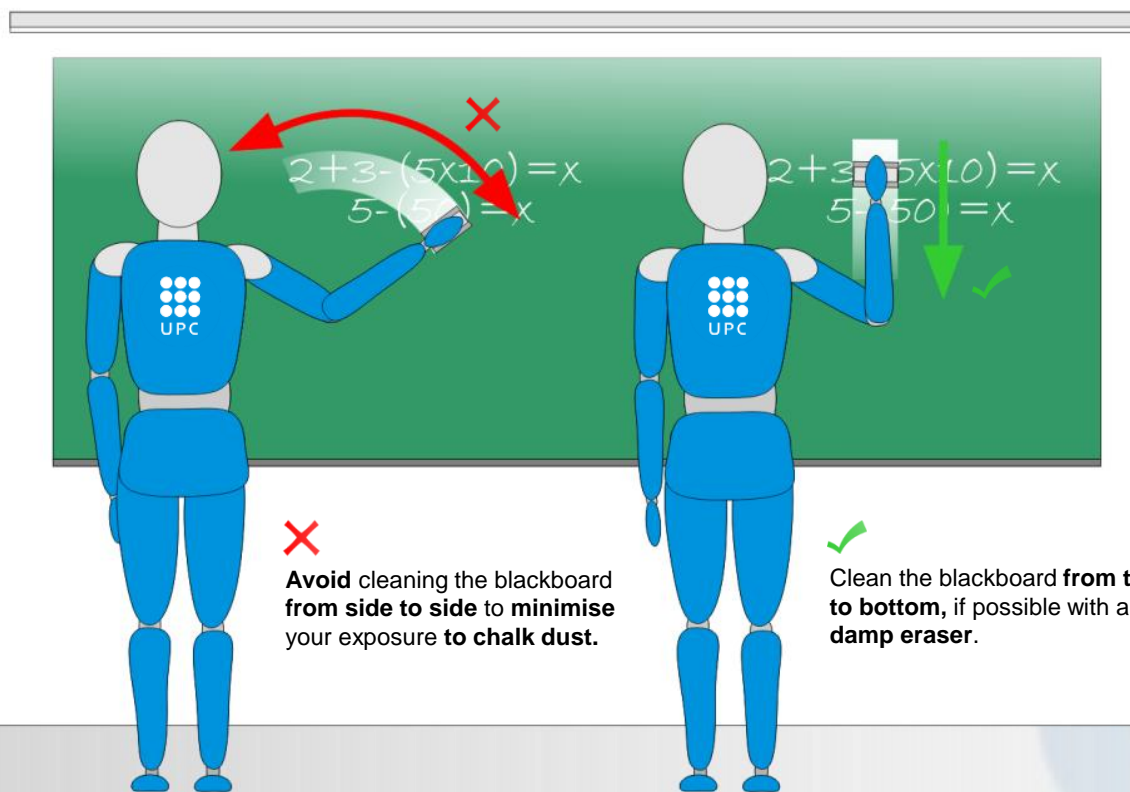
GOOD HABITS

✓ Use **hypoallergenic chalk** and **markers**.

✓ Make sure that you put the **top** on **markers** when you are not using them.



✓ Clean the eraser **outside the classroom**.



✗ **Avoid** cleaning the blackboard **from side to side** to **minimise** your exposure to **chalk dust**.

✓ Clean the blackboard **from top to bottom**, if possible with a **damp eraser**.

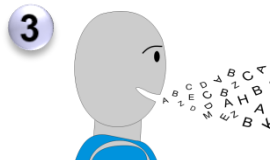
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Communication (1/2)



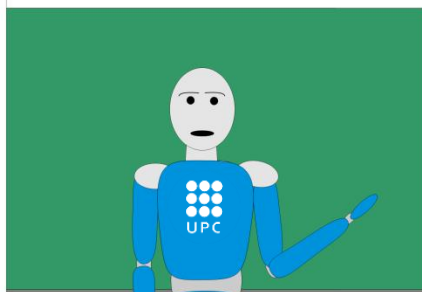
Voice projection

Follow these **recommendations** to improve **COMMUNICATION IN THE CLASSROOM**.

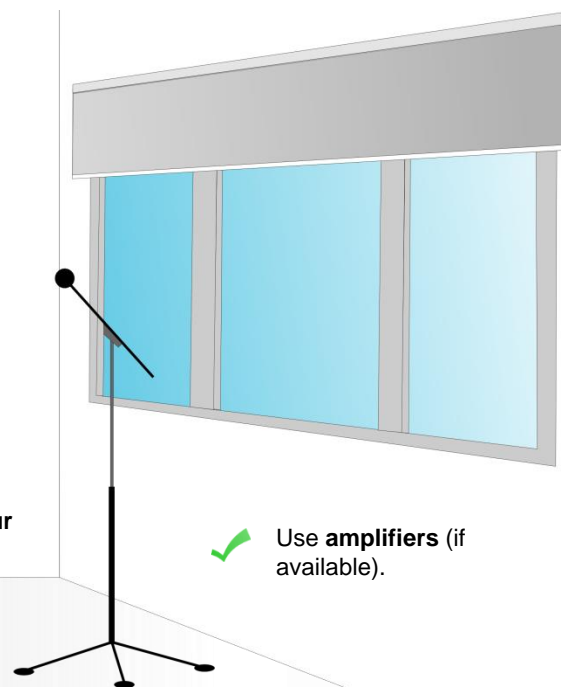
COMMUNICATION

Make sure that:

- You talk slowly.
- You don't shout or whisper.
- You talk in **short sentences**.
- You make **pauses**.
- You use non-verbal communication, i.e. **gestures**.



✓ Organise activities in a way that allows you to intersperse periods in which you can **rest your voice**.



✓ Use **amplifiers** (if available).

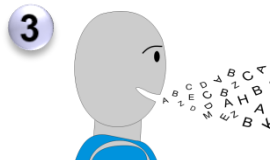
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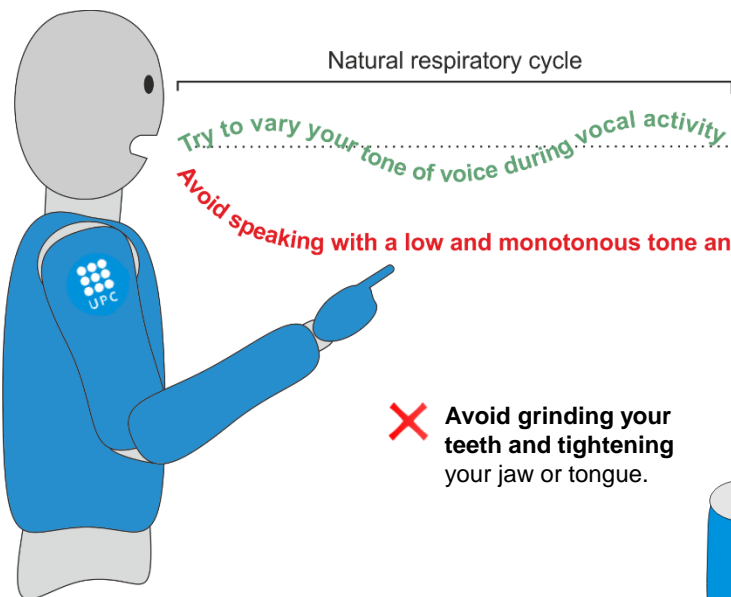
4 Voice projection

Follow these **recommendations** to avoid **using your voice inappropriately**.

COMMUNICATION



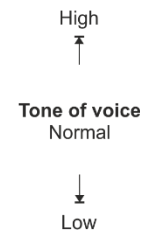
Hold your **body straight** and **relaxed** so that breathing is natural.



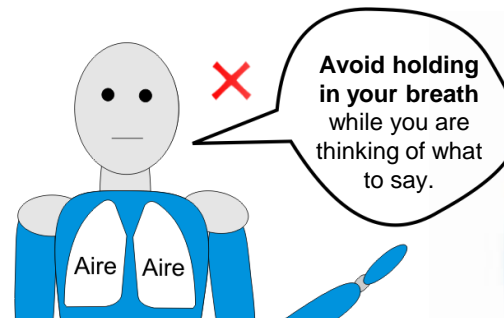
Try to **relax** your upper chest, shoulders, neck and throat during vocal activity.
Do muscle-relaxation **exercises**.



Speak slowly and make frequent **pauses**.



Avoid grinding your teeth and **tightening your jaw** or tongue.



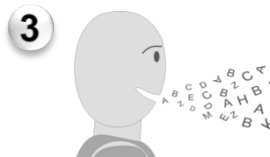
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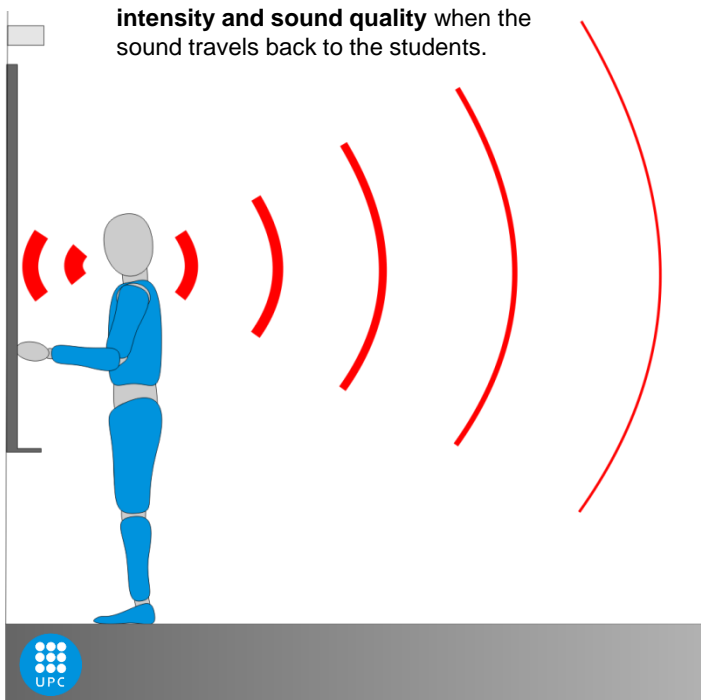


Voice projection (1/3)

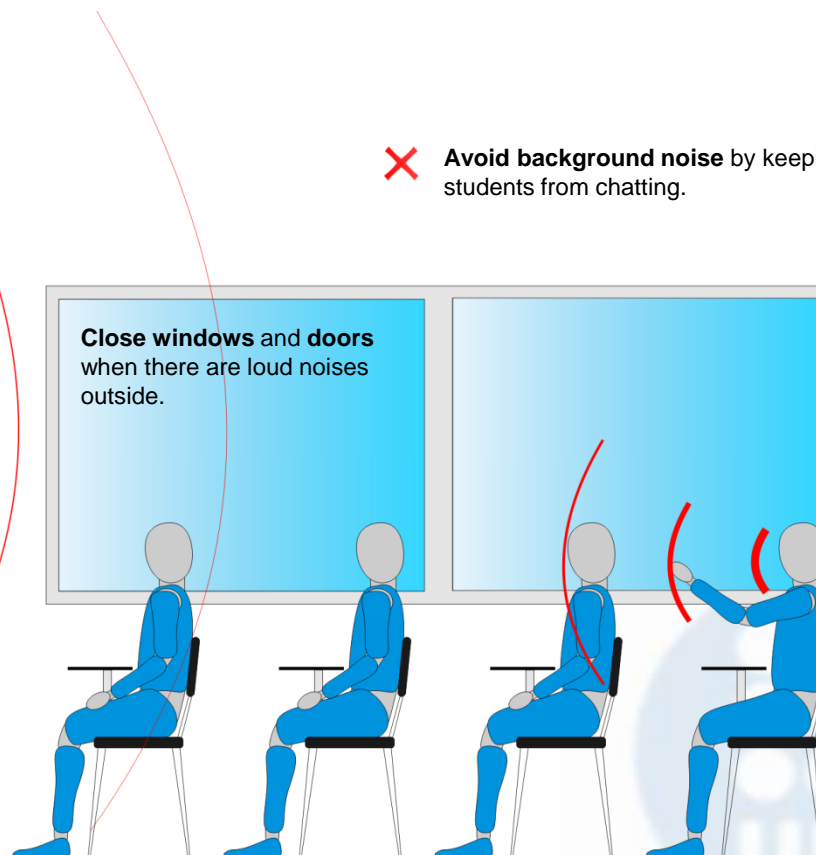
Follow these **recommendations** to **project your voice**.

VOICE PROJECTION: orientation

✗ Avoid talking while facing the board. Your voice bounces off the surface and **loses intensity and sound quality** when the sound travels back to the students.



✗ Avoid background noise by keeping students from chatting.



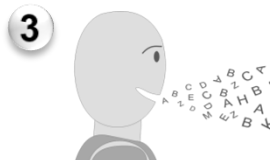
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4 Voice projection (2/3)

Follow these **recommendations** to **project your voice**.

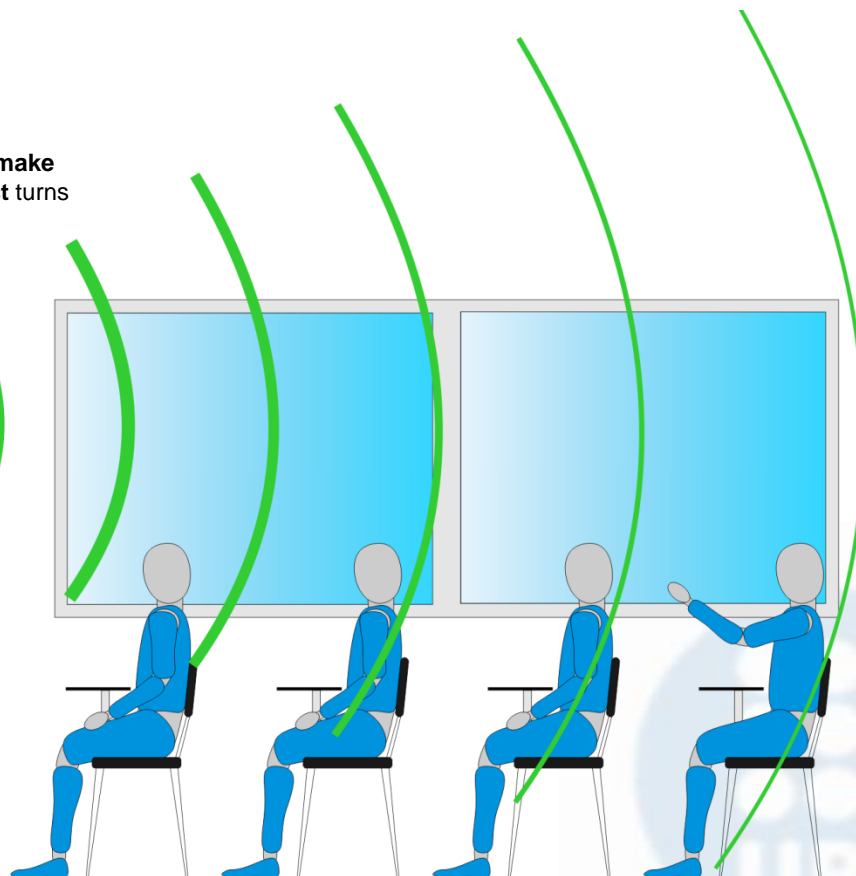
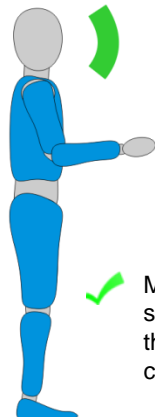
VOICE PROJECTION: orientation

✓ Make sure that you **get close to students** and **project your voice** in their direction.

Stand in a **central position** so that your voice carries evenly and regularly to all of the students.

✓ **Respect and make others respect turns** while talking.

✓ Make sure students sit at the front of the class.



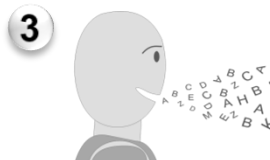
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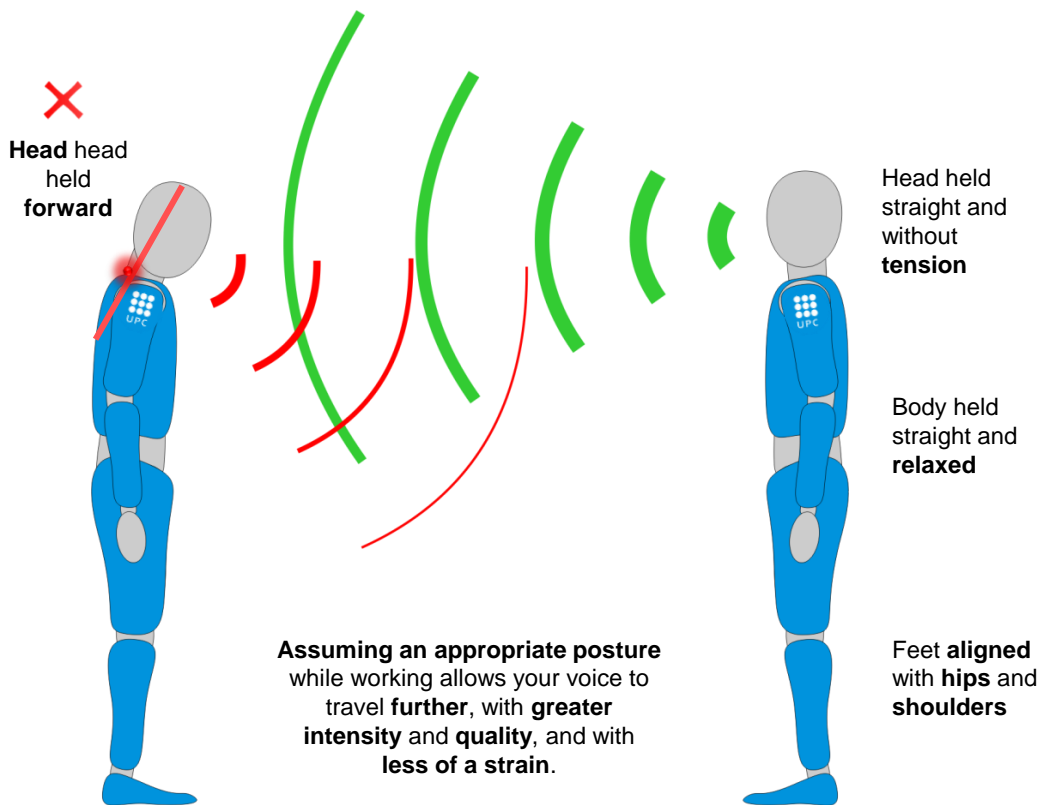
Communication



Voice projection (3/3)

Follow these **recommendations** to **project your voice**.

VOICE PROJECTION: Posture



The acoustic qualities of the voice are directly related to **body posture**. Assuming the appropriate posture while you work helps to keep the voice **efficient** and **healthy**.

- ✓ Make sure that your **head, neck and torso** are aligned.
- ✓ Make sure that you **talk while standing**. Your body weight must be distributed across both feet.
- ✓ Keep your body **balanced**. Avoid adopting a position in which your shoulders are not aligned.
- ✓ Make sure that you **wander about** the classroom during the activity, as this prevents a static posture.