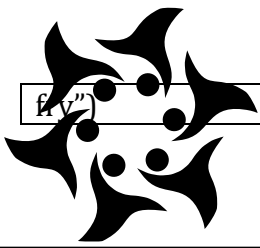


**VOCAL HYGIENE**

<b>Do NOT Abuse Your Voice</b>	<b>Identify and Eliminate Vocally Abusive Behaviors</b>
<ul style="list-style-type: none"> <li>• Don't clear your throat or cough habitually</li> </ul>	<ul style="list-style-type: none"> <li>• Swallow slowly</li> <li>• Drink some water</li> <li>• Yawn to relax your throat</li> <li>• Hum: concentrate on resonance sensations</li> </ul>
<ul style="list-style-type: none"> <li>• Don't yell, cheer or scream habitually</li> </ul>	<ul style="list-style-type: none"> <li>• Use non vocal sounds or visual cues to attract attention</li> <li>• Find non verbal ways to discipline children</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid prolonged talking over long distances and outdoors</li> </ul>	<ul style="list-style-type: none"> <li>• Move closer, so that you can be heard without yelling, or use a vocal amplification system</li> <li>• Learn good vocal projection techniques</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid talking in noisy situations, over loud music, office equipment, noisy classrooms, in cars, buses, planes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce background noise when you speak</li> <li>• Always face persons you are speaking with</li> <li>• Position yourself close to your listeners</li> <li>• Wait until students/audiences are quiet</li> <li>• Find non vocal ways to elicit attention</li> </ul>
<ul style="list-style-type: none"> <li>• Don't try to address large audiences without proper vocal amplification. You should be able to lecture at a comfortable volume.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a high quality vocal amplification system for public speaking</li> <li>• Learn good microphone technique</li> </ul>
<ul style="list-style-type: none"> <li>• Don't sing or vocalize beyond your most comfortable range.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect your vocal limits</li> <li>• Seek professional voice training</li> <li>• Always use an adequate acoustic monitor during vocal performances</li> <li>• Never sing high notes you can't sing quietly</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid vocally abusive nervous habits during public speaking such as throat clearing, breath holding, speaking quickly, speaking on an insufficient breath, speaking with a low or monotone pitch, aggressive or low pitched fillers ("um", "ah") etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and reduce vocal habits that detract from your presentation</li> <li>• Learn strategies for effective public speaking</li> <li>• Prepare your presentation well so that you can relax and attend to good vocal production</li> </ul>
<ul style="list-style-type: none"> <li>• Don't speak extensively during strenuous physical activity</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid aggressive vocal "grunts" while lifting weights or during martial arts</li> <li>• After aerobic exercise, wait until your breathing system can accommodate relaxed voice production</li> </ul>
<b>Don't:</b>	<b>Do:</b>
<ul style="list-style-type: none"> <li>• Don't talk with a low pitched monotone voice. Don't allow your vocal energy to drop so low that the sound becomes rough and gravelly("glottal</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your voice powered by breath flow, so that the tone carries, varies and rings</li> <li>• Allow your vocal pitch to vary as you speak</li> </ul>



<ul style="list-style-type: none"> <li>• Don't hold your breath as you're planning what to say. Avoid tense voice onsets ("glottal attacks")</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your throat relaxed when you speak. Use the breathing muscles and airflow to start speech phrases, as with "Hm!"</li> </ul>
<ul style="list-style-type: none"> <li>• Don't speak beyond a natural breath cycle; avoid squeezing out the last few words of a thought with insufficient breath power</li> </ul>	<ul style="list-style-type: none"> <li>• Speak slowly, pausing at natural phrase boundaries so your body can replenish naturally and without strain</li> </ul>
<ul style="list-style-type: none"> <li>• Don't tighten your upper chest, shoulders, neck and throat to breathe in, or to push sound out</li> </ul>	<ul style="list-style-type: none"> <li>• Allow your body to stay aligned and relaxed so that breathing is natural: Your ribcage and abdomen should move freely</li> </ul>
<ul style="list-style-type: none"> <li>• Don't clench your teeth, tense your jaw or tongue</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your upper and lower teeth separated.</li> <li>• Let your jaw move freely during speech.</li> <li>• Learn relaxation exercises for speaking</li> </ul>
<ul style="list-style-type: none"> <li>• Avoid prolonged use of unconventional vocal sounds, ie whispering, growls, squeaks, imitating animal or machine noises</li> </ul>	<ul style="list-style-type: none"> <li>• If you must use unconventional sounds for vocal performances, learn techniques that minimize muscle tension and vocal misuse</li> </ul>
<ul style="list-style-type: none"> <li>• When you sing, don't force your voice to stay in a register beyond its comfortable pitch range. Especially don't force your "chest voice" too high, or your "head voice" into your falsetto range</li> </ul>	<ul style="list-style-type: none"> <li>• Allow vocal registers to change naturally with pitch.</li> <li>• Consult a singing teacher to learn techniques for smooth register transitions</li> </ul>
<b>Maintain a Healthy Lifestyle:</b>	<b>Do:</b>
<ul style="list-style-type: none"> <li>• Don't demand more of your voice than you would the rest of your body</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for several periods of voice rest throughout the day</li> </ul>
<ul style="list-style-type: none"> <li>• Don't use your voice extensively when you are sick or when you feel tired</li> </ul>	<ul style="list-style-type: none"> <li>• Rest your voice with your body; it is sick too!</li> </ul>
<ul style="list-style-type: none"> <li>• Don't use your voice when it feels strained</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to recognize the first signs of vocal fatigue: hoarseness, tension, dryness.</li> <li>• Learn preventative techniques for voice care</li> </ul>
<ul style="list-style-type: none"> <li>• Don't ignore prolonged symptoms of vocal strain, hoarseness, throat pain, fullness, heartburn or allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Consult your doctor if you experience throat symptoms or voice changes for more than a few days</li> </ul>
<ul style="list-style-type: none"> <li>• Don't expose your voice to excessive pollution and dehydrating agents, ie cigarette smoke, chemical fumes, alcohol, caffeine, dry air.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the air and your body clean and humid.</li> <li>• Drink 8-10 cups of non caffeinated, non alcoholic beverages daily, more when you exercise.</li> <li>• Reduce the amount of caffeine or alcohol you consume. Maintain 30% humidity in the air. Don't smoke!</li> </ul>
<ul style="list-style-type: none"> <li>• Don't slouch or adopt unbalanced postures</li> </ul>	<ul style="list-style-type: none"> <li>• Learn and use good posture and alignment</li> </ul>