

## **Voice & Accent Training**

This is a plan for a 2-day program for 5 hours each day. All the sessions are activity-based and backed-up with videos and practice handouts.

### **Day 1-Voice and Accent Neutralization**

**(5 hours)**

1. Identifying MTI
2. Tips to practice Vowels and Consonants
3. Tips to practice pronunciation and enunciation using neutral accent
4. Use of the following elements of spoken English to practice neutral accent :
  - Pausing
  - Rate of speech
  - Clarity
  - Volume, Tone and Pitch
5. Listening exercises to understand the meaning with the key words (for different accents)

### **Day 2 - Impressive Communication**

**(5 hours)**

Objective: At the end of the Session, the participants will be able to understand and begin to implement the concepts of:

- Effective Communication Styles
  - Positive gestures and behaviour at workplace/Trainings
  - Positive body language
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1. Importance of Verbal and Non-verbal communication
  2. Principles of Effective Verbal Communication
    - Clarity
    - Rate of Speech
    - Tone
    - Volume
    - Pronunciation
    - Emphasis
    - Fillers
    - Do's and Don'ts

### 3. Principles of Effective Non-Verbal Communication

- Hand Gestures
- Facial Expressions
- Eye Contact
- Smile
- Overall Body Language
- Do's and Don'ts

- Assertive Communication
- Effective Listening Skills

#### 1. Assertive Communication Style

- Euphemism
- Words are Important!
- Persuasive words
- Effective Phrases

#### 2. Paraphrasing and Summarising

#### 3. Listening Skills

- Active and Passive Listening
- Listening Cues
- Empathetic Listening

Closing: Break the Pattern with a Light Humour!