

# Finding Your Professional Voice: Polished Pronunciation and Dynamic Delivery

## Core skills developed



Decision making &  
judgement



Relationship & stakeholder  
management



Digital literacy & tool  
confidence



Effective  
communication



Adaptability & learning  
agility

## Benefits

### Build credibility, project confidence, maximise professional impact

Vocal presence is often the deciding factor in how an audience perceives expertise and reliability. While the quality of information matters, it is the clarity and delivery of the voice that ensures a message is processed and remembered. This course focuses on how to use the voice deliberately in meetings and presentations to sound steady, credible, and purposeful when it counts.

Participants refine the daily elements of spoken delivery including pronunciation, pacing, and intonation using real workplace examples. This practical focus ensures every interaction supports a reliable professional reputation and helps participants be heard clearly in any setting.



Participants will hold attention more easily, increasing their executive presence and gain higher levels of professional visibility



Stakeholders will find it easier to stay focused and engaged during talks, presentations and briefings delivered with professional variety and pacing.



Your organisation will project a more polished, professional and consistent image through a workforce that communicates with vocal excellence.

# Modules

**Analysing your current vocal impact**

1

- Giving a short talk for baseline analysis
- Evaluating pronunciation and vocal expression skills to set personal goals

**Competency:** Identify personal strengths and priority areas for improving pronunciation, vocal expression and clarity.

**Using resources to support pronunciation and vocal skills**

2

- Exploring digital tools and reference materials to check sounds and models
- Using guided practice resources to refine vocal techniques

**Competency:** Use resources to check sounds accurately and practise techniques for clearer pronunciation and vocal expression.

**Pronouncing vowels accurately**

3

- Distinguishing between Standard English and Singaporean vowel sounds
- Practising accurate vowel formation using common workplace words

**Competency:** Produce targeted vowel sounds accurately and consistently in common workplace words and sentences.

**Pronouncing consonants clearly**

4

- Identifying common differences between Standard English and Singaporean pronunciation
- Practising articulation for clarity in workplace vocabulary

**Competency:** Articulate key consonant sounds clearly and consistently across common workplace vocabulary.

**Using stress to make your message clear and memorable**

5

- Applying word and sentence stress to support clear and natural speech
- Emphasising core ideas so your contributions are more engaging and memorable

**Competency:** Use word and sentence stress to make messages easier to understand and more engaging to listen to.

**Perfecting pace and pausing to hold attention**

6

- Adjusting pace to create a natural, steady rhythm that keeps listeners tuned in
- Using purposeful pauses to highlight key moments and add variety

**Competency:** Use varied intonation and effective projection to bring energy to delivery and maintain audience engagement.

**Using intonation and projection to bring energy and engage listeners**

7

- Learning to project with strength so your message carries with ease
- Using varied pitch and tone to maintain high audience engagement

**Competency:** Use varied intonation and effective projection to bring energy to delivery and maintain audience engagement.

**Delivering your improved professional talk**

8

Presenting a polished talk using refined pronunciation skills

Establishing a clear action plan for ongoing vocal consistency

**Competency:** Deliver an improved short talk and develop a clear action plan to continue strengthening pronunciation and vocal expression.

# Outcomes

- ★ Participants will hold attention more easily, increasing their executive presence and gain higher levels of professional visibility
- ★ Stakeholders will find it easier to stay focused and engaged during talks, presentations and briefings delivered with professional variety and pacing.
- ★ Your organisation will project a more polished, professional and consistent image through a workforce that communicates with vocal excellence.