



Quick Tips

12 Tips To Make You Sound More Professional

Full article:

<http://www.marketingforowners.com/speak-like-pro-11-tips-make-sound-professional/>

1. Slow Down

- ⊕ Take your time
- ⊕ Let each word sink in and resonate with the listener

2. . Smile

- ⊕ Smiling when you're speaking puts an **instant facelift to your voice and tone**

3. Avoid Using 'Like', 'Um', 'Ah'...

- ⊕ Make a concerted effort to not say these words even if it means a few awkward pauses here and there
- ⊕ **Try not to clear your throat** unless you absolutely must

4. Don't Fear the Pause

- ⊕ Instead of an 'um' or an 'ah', **let a few seconds go by**
- ⊕ A pause can prod your listener sit up and take notice

5. Segue with Class

- ⊕ Try to **transition seamlessly from one topic to the next**
- ⊕ **Yes!**
 - "Let's move on..."
 - "Another aspect we can explore..."
- ⊕ **No!**
 - "Anyhoo"
 - "So anyways"



6. Size Matters

- ⊕ **Don't use big words** if you don't have to
 - Using fancier words won't make you sound smarter, they'll just make you sound pretentious

7. Familiarize Yourself With Industry Terms

- ⊕ Especially if you work in a particularly legal or technical industry
- ⊕ **Study common terms** and understand them well enough to use them in daily speech

8. Be Sure

- ⊕ **Be absolutely certain that you know what a word means** before you use it

9. Sound Active

- ⊕ **Don't drone on - avoid using a monotone tone**
- ⊕ Mix it up to keep their attention
- ⊕ Put some punch into your sentences – **put a little oomph in your inflection**
- ⊕ You'll create a better picture in listeners' minds and hold their attention better

10. Don't Use Slang

- ⊕ People may not understand that you are using a slang term in an ironic way
- ⊕ They **may judge you instead to be uneducated and inarticulate**

11. Keep It Clean

- ⊕ **Don't swear or use curse words** when you are trying to sound professional
- ⊕ Keep it uber-clean and play it safe

12. Take Deep Breaths

- ⊕ **Take a few deep breaths before you begin**
 - One of the best and simplest ways to get your wits about you
 - **Naturally calms your nerves** and clears your head
 - Helps your **projection**