

CHAPTER 8

Vocal Delivery Review

Listen to a recording without watching. Judge whether vocal choices serve the meaning and audience. Choose one improvement at a time.

Recording _____ Date _____ Reviewer _____

Element	What to listen for	Evidence or timestamp
Breath	Supported phrases and comfortable thought groups.	
Pace	Changes that support meaning; clear sentence endings.	
Pause	Space for the audience to process important ideas.	
Pitch	Natural movement and completed thoughts.	
Volume	Audible and appropriate to the setting.	
Emphasis	Important words receive truthful emphasis.	
Articulation	Names numbers and technical terms are clear.	

Strength to preserve

One adjustment and the sentence I will use to practice it

Practice: Say “Sometimes you have to speak louder,” then repeat with softer, faster, and slower. Demonstrate each meaning without shouting or straining. Pause six seconds between lines; record and listen. Apply useful variety to your real message.

Request a presentation review for specific feedback on your voice and visible delivery.

Robert Carrow | training@robertcarrow.com | 386-451-7222

RobertCarrow.com/contact/ | Resources: RobertCarrow.com/floor/



Visible Delivery Review

Watch the recording with sound off, then watch normally. Check whether words, voice, face, body, and timing support the same intention. Adapt choices to your body and context.

Element	What to observe	Evidence or timestamp
Plant	Stable base without stiffness.	
Open	Available posture and released shoulders.	
Connect	Eye contact by thought; attention toward people.	
Express	Face and gestures match the meaning.	
Move	Location changes have a purpose.	
Settle	Useful stillness; movement ends in stability.	

One strength that supports credibility

One mismatch among words voice face body and timing

One adjustment to test and the audience effect I expect

Rehearsal date _____ Evidence after the adjustment _____

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