

# The Do's and Don'ts of Voice Care

1. Do not shout.
2. Do not raise your voice. Take care when in the same room as machinery, television, radio, people talking, typewriters, vacuum cleaners. Be aware traffic, car engines, etc.
3. Do not shout from room to room. Make sure the family come to you, or you go to them.
4. Do not smoke, and avoid smoky atmospheres.
5. Avoid dust and fumes.
6. Try not to cough/clear throat. Try sipping water instead.
7. Avoid having several consecutive heavily spiced meals.
8. Don't do a lot of heavy physical work in a short period of time, e.g. dig the garden, lifting, carrying.
9. Don't have long conversations on the phone .we automatically raise our voices.
10. Don't be the life and soul of the party .let other people do the talking.
11. Cut down on the **amount** of talking you do, as much as you can.
12. Use a soft voice .the kind of voice you would normally use in chatting to one person or confiding in someone, but avoid whispering.
13. Keep your throat moist. Have frequent sips of water.
14. Plan your day so you don't have to do a lot of talking in the evening
15. **Listen** to other people talking. Notice when they are using a louder and a softer voice and in what circumstances they do this. Check that you do not habitually use a louder voice than the situation really demands.
16. Tell your family and friends what you are doing, and why. Ask them to point out to you when you are breaking the rules.
17. Look after yourself generally. Get plenty of rest. Eat well. Make sure you have some fresh air every day.