

Today we're going to practice evaluating the main tool used when addressing groups—the voice.

今天我们将练习评估当向群体致辞时所使用的工具——声音。

There are three main elements that combine to create either a positive or negative experience for listeners.

有三个结合在一起的主要元素会导致听众要么正面要么负面的体验。

They can result in a voice that is pleasing to listen to and can be used effectively.

他们能导致一个令人听起来愉快的声音，并且能被有效地使用

Or they can create a voice that doesn't hold attention, or even worse, causes an adverse reaction.

或者他们能制造一个不能抓住注意力的声音，或者甚至更糟，引起一个不良反应。

The three elements are volume, pitch, and pace.

这三个元素是音量，音高，和语速

When evaluating volume, keep in mind that a good speaker will adjust to the size of both the room and the audience.

当评估音量时，记住一个好的演讲者会调整音量以适应屋子的大小以及听众的规模。

Of course, with an amplifying device like a microphone, the speaker can use a natural tone.

当然，用一个放大装置如麦克风，演讲者能使用一个自然的口吻。

But speakers should not be dependent on microphones; a good speaker can speak loudly without shouting.

但是演讲者不应该依赖麦克风；一个好的演讲者能够说话很大声却不用大喊大叫。

The second element, pitch, is related to the highness or lowness of the sounds.

第二个元素，音高，与声音的高或者低有关。

High pitches are, for most people, more difficult to listen to, so in general speakers should use the lower registers of their voice.

高音调是，对大多数人来说，听起来更困难，所以通常演讲者应该使用他们声音的低声部。

During a presentation, it's important to vary pitch to some extent in order to maintain interest.

在一个演讲期间，变化音高是重要的，这在某种程度上是为了维持兴趣。

The third element, pace, that is how fast or slow words and sounds are articulated,

should also be varied.

第三个元素，语速，就是词和声音是如何快慢发音的，语速也应该变化。

A slower pace can be used to emphasize important points.

一个慢些的语速能被用来强调重要的点。

Note that the time spent not speaking can be meaningful, too.

请注意花费在不说话的时间也是能有意义的。

Pauses ought to be used to signal transitions or create anticipation.

停顿应该是用来标志转换（话题）或者建立期盼。

Because a pause gives the listeners time to think about what was just said or even to predict what might come next, it can be very effective when moving from one topic to another.

因为一个停顿给了听众时间去思考刚说的话，或者甚至预测下面可能会说什么，当从一个话题转移到另一个时，它能够非常有效。

What I'd like you to do now is watch and listen to a videotape and use the forms I gave you to rate the speaking voices you hear.

我现在想让你们做的是看和听一个录像带，并且使用我给你们的表格来评价你听到的说话声音。

Then tonight I want you to go home and read a passage into a tape recorder and evaluate your own voice.

然后今晚我想让你们回家并朗读一段文章到录音机里，然后评价你们自己的声音。