

RESOURCE 5

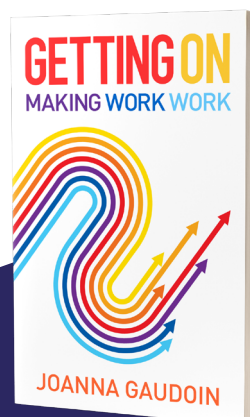
What you say and how

Voice elements sheet



available at
amazon

and other book retailers



This resource accompanies
Chapter 4 of ***Getting On:
Making work work***



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What you say and how Voice elements sheet

Consider where you are at with each of these key voice elements by giving yourself a score out of 10.

0 means lots of work is required, 10 means no work is required. Consider different professional scenarios including video calls.

Element	Why this matters	Score out of 10	Notes on score given and required development
Volume	People need to be able to hear you and it needs to be appropriate for the situation.		
Pace	This needs to be right so people can follow what you are saying and to create the right perception for the situation.		
Clarity	Your words need to be clear so others can understand all that you say.		
Intonation	This helps to keep people engaged and conveys greater meaning than the words alone.		

NEXT STEP ...

Download Resource 6 which accompanies
Chapter 6: The foundations of great relationships



[Download \(PDF\)](#)



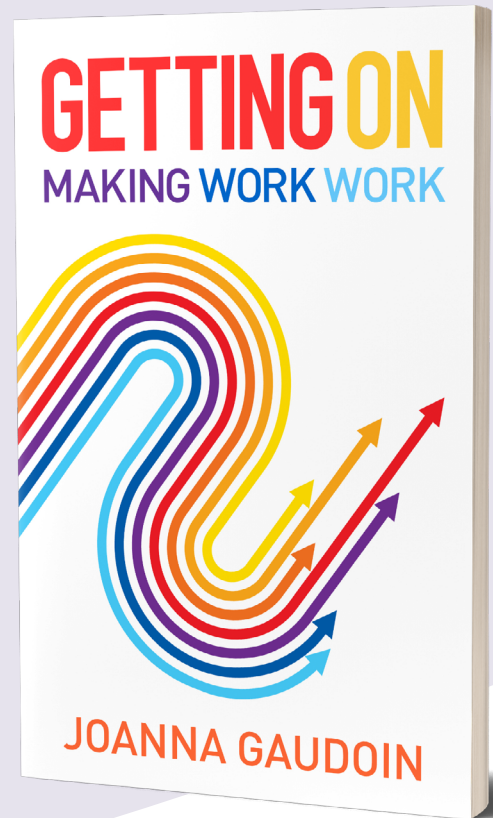
Why I wrote this book

Every day, I work with people to help them navigate the workplace challenges they face, be the best they can be at work and fulfil their career potential – so that work works for them. This book uses that experience to help you take your own steps towards career success.

“We know that excelling on the job, doesn’t mean that a successful career will follow – but we don’t always understand why. In Getting On: Making work work, Joanna reminds us to be rigorous in our self-analysis and hone the skills we need to rev our career engine. It’s pragmatic, thought provoking and encourages self-reflection with valuable insights for everyone, no matter what stage your career.”

Unette Spencer,

Chief of Staff to Executive Vice Chair, Mastercard



About the Author



Joanna has spent more than 10 years working with individuals to help them understand how to blend their technical know-how with ‘softer’ skills to realise career success – either in their existing role, or when looking for new opportunities. Joanna also runs group sessions for organisations and is a regular speaker at events.

To find out more about Joanna and her work:

www.insideoutimage.co.uk

www.gettingonatwork.co.uk

www.linkedin.com/in/joannagaudoin

www.twitter.com/joannainsideout
