

Simone Janson (ed.)

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Interpret Gestures Mimic Voice Dress-Code & Nonverbal  
Signals like FBI agents, Techniques & Secrets to Read  
People, Recognize Lies & Manipulation

# PROFILING

& BODY LANGUAGE IN JOB

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Techniques & Secrets to Read People, Recognize Lies & Manipulation

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glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

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# **The power of voice: 6 tips for better speech**

## ***// By Dr. Roland Forster***

Now you have learned a lot about the power of voice and speech. But what can you do to improve your own voice performance? Here are some tips:

### **Look outside the box**

In general, it is advisable to think outside the box and to be informed about current developments in politics, culture, sports and business.

This is particularly important in intercultural situations, because consultants are often understood here as representatives of Germany.

### **Develop vocabulary**

Thus, professional idiocy can be avoided to a certain extent, as it not only enlarges its range of topics, but also develops its active and passive vocabulary.

The own expressiveness should be optimized in writing and verbal constantly, it would be wrong to believe that this process is completed at some point.

### **Targeted communication**

Above all else, working on the direction of one's own communication is to separate only phrases and text chunks and to produce social noises is not enough.

It is central to want to achieve something by means of entirely individual forms of communication, which are effective and above all goal-oriented.

### **Find a good consultant**

If you want qualified feedback on your own communication behavior, you should look for a good coach or consultant.

Common today are very different forms that do not always require a personal presence; Consulting by mail and telephone is now common practice. This does not have to take a long time and therefore becomes very expensive, an occasional 'technical stop' is usually sufficient.

### **What brings professional help**

Above all, time and money should be invested in concrete further education in conversation and speech skills, that is to participate in seminars, events, trainings.

The subject should be broadly diversified, as well as soft skills in the widest sense, such as Gestalt therapy, psychodrama, yoga (among other things due to breathing).

## **How to find a good trainer?**

For this, one should look for coaches who work very individually, in rather small groups. Such a trainer,

- that he does not send an agenda weeks before the event, but waits until he has seen the participants for the first time,
- that he does not make recipes but makes suggestions,
- and that he does not react immediately to questions and problems, but first says nothing and thinks.

## **6 tips for better speech**

Many of these phenomena are habitual, that is, they are trained, trained and therefore can be unlearned again, often with little effort.

What remains surprising: why has a teacher or lecturer never pointed out the subject? The following points describe standards or refer to norms and answer the question: What should be mastered?

### **1. articulation**

Articulation = normalized, check in pronunciations. There, for example, one finds that it is actually [kings], not [kink]. Central to the articulation of the sounds of the German language are large-scale mouth movements, so you have to do something right, if you want to be understood. Otherwise, someone sounds quickly whispered, almost mouth-lazy, especially if he also 'swallowed' all the final syllables.

### **2. melody**

The goal is an intonation (= melody lead), which is rated as 'interesting'; the voice 'works' at different pitches, appears very mobile, and thus not monotonous and dull; you can imagine how to sing notes on a sheet of music.

This also prevents the stereotypical questionnaire at which, at the end of each sentence, whether it fits or not, the voice goes up. Problem: there is no standard that is verifiable or can be learned.

### **3. Emphasis**

The emphasis on the individual words of the German language is meticulously regulated.

### **4. speech rate**