Follow these recommendations when you are teaching in the classroom.

**Introduction**

Teaching in the classroom can involve using your voice for long periods of time.

We offer these recommendations for maintaining a healthy and effective voice for teaching:

- Good habits
- Communication
- Voice projection

In the classroom, follow the recommendations.
**Good habits** at work help to **minimise the risk** of voice disorders.

**GOOD HABITS**

- **Avoid** standing or sitting next to **air conditioning vents** (if there are any).

- **Drink water** regularly while you are teaching.

- **Air the classroom** at the start and end of classes.

- **Inhaling through your nose** purifies, heats and humidifies the air.

- **Airing the classroom** improves air quality (there is less CO2).
Maintaining a healthy and effective voice for teaching

Use proper techniques (good habits) when you write on and clean the board.

**GOOD HABITS**

- **✓** Use hypoallergenic chalk and markers.
- **✓** Make sure that you put the top on markers when you are not using them.
- **✓** Clean the eraser outside the classroom.
- **✓** Avoid cleaning the blackboard from side to side to minimise your exposure to chalk dust.
- **✓** Clean the blackboard from top to bottom, if possible with a damp eraser.
Ergonomic recommendations

Maintaining a healthy and effective voice for teaching

Follow these recommendations to improve COMMUNICATION IN THE CLASSROOM.

COMMUNICATION

Make sure that:

- You talk slowly.
- You don't shout or whisper.
- You talk in short sentences.
- You make pauses.
- You use non-verbal communication, i.e. gestures.

Organise activities in a way that allows you to intersperse periods in which you can rest your voice.

Use amplifiers (if available).
Follow these recommendations to avoid using your voice inappropriately.

**COMMUNICATION**

1. Hold your **body** **straight** and **relaxed** so that breathing is natural.

2. Try to **relax** your upper chest, shoulders, neck and throat during vocal activity. Do muscle-relaxation exercises.

3. **Speak slowly** and make frequent **pauses**.

4. **Avoid speaking with a low and monotonous tone** and with sentences longer than the respiratory cycle.

5. Avoid grinding your **teeth** and tightening your **jaw** or **tongue**.

6. Avoid holding in your **breath** while you are thinking of what to say.
Follow these recommendations to project your voice.

### VOICE PROJECTION: orientation

- **Avoid talking while facing the board.** Your voice bounces off the surface and loses intensity and sound quality when the sound travels back to the students.

- **Avoid background noise** by keeping students from chatting.

- **Close windows and doors** when there are loud noises outside.
Maintaining a healthy and effective voice for teaching

Follow these recommendations to project your voice.

VOICE PROJECTION: orientation

1. Make sure that you get close to students and project your voice in their direction.

   Stand in a central position so that your voice carries evenly and regularly to all of the students.

2. Respect and make others respect turns while talking.

3. Make sure students sit at the front of the class.
Maintaining a healthy and effective voice for teaching

**Introduction**

Voice projection (3/3)

Make sure that you wander about the classroom during the activity, as this prevents a static posture.

**Good habits**

Make sure that you talk while standing.

Your body weight must be distributed across both feet.

Keep your body balanced. Avoid adopting a position in which your shoulders are not aligned.

Make sure that you wander about the classroom during the activity, as this prevents a static posture.

**Communication**

Assuming an appropriate posture while working allows your voice to travel further, with greater intensity and quality, and with less of a strain.

The acoustic qualities of the voice are directly related to body posture. Assuming the appropriate posture while you work helps to keep the voice efficient and healthy.

**VOICE PROJECTION: Posture**

- Head held forward
- Head held straight and without tension
- Body held straight and relaxed
- Feet aligned with hips and shoulders

Make sure that your head, neck and torso are aligned.

Make sure that you talk while standing.

Your body weight must be distributed across both feet.

Keep your body balanced. Avoid adopting a position in which your shoulders are not aligned.

Make sure that you wander about the classroom during the activity, as this prevents a static posture.

Follow these recommendations to project your voice.