

Most frequent errors

- Do not hydrate during the speech session.
- Do not have good vocal hygiene
- Use a monotonous tone without modulation.
- Abusing coffee and tobacco.
- Excessive consumption of alcoholic beverages or carbonated drinks
- Talk continuously throughout the workday. You must alternate the speech with silent moments.
- Do not use voice amplifiers in open or very large spaces.
- Do not rest voice once the session has finished. Silence is good for the voice.
- Clear the throat repeatedly and intensely.
- Coughing abruptly. It is necessary to try to soften the cough by breathing deeply
- Do not control the room temperature and humidity. It is important to keep moisture around 50%.
- Do not keep a good physical condition
- Shout

You have in your hands to improve your health and well-being.....

Prevention Voice disorders



The voice, a work tool

The voice is one of the main tools in the professions in which communication is the basis of work. Unfortunately, few persons take good care of it and carry out the necessary measures to prevent their voice from suffering from alterations that may become serious.

The care of the voice means taking care of one's own health and work; you need to be aware of the importance of maintaining prevention and good habits

Alterations of voice

- Stinging, pain, burning, sequencing, shaking.
- Dysphonics for misuse and abuse; bad habits.
- Nodules, vocal polypus, laryngeal cysts, edema.

Voice care

- **Correct breathing:** inspire by the nose, lowering the diaphragm causing abdominal distension, pausing and expiring through the mouth, gently.
- **Muscle Relaxation:** During the breathing it is not necessary to contract the neck muscles. You need to eliminate muscle tension by doing relaxation exercises:
 - 1) Neck area: Soft movements from head to left and right, leaning head forward.
 - 2) Clavicle Zone: Lift your shoulders upwards with your arms folded and hold this position for a few seconds. Let them fall Repeat several times with deep inspirations.
- **Perform** maintenance, preparation and warm-up **exercises** for the voice. You can use the App "Cuida tu voz".



Healthy habits

1. Drink water abundantly; avoid extreme temperatures.
2. Reduce the consumption of alcoholic beverages, coffee and tobacco.
3. Eat non-spicy foods, light and healthy. Vegetables, fish, white meat, cereals, whole-wheat flour, fruit. Do not abuse frying or seasoned food.
4. Learn to use the voice correctly and avoid vocal abuse. Do not shout.
5. Control of the degree of humidity and temperature of the workplaces.
6. Use techniques of muscle relaxation and stress control.
7. Learn abdominal breathing
8. Sleep at least 6 to 8 hours.
9. Submit to audition controls. A loss of hearing causes the volume of the voice to increase involuntarily
10. Check any alteration of the voice that may be detected with the otorhinolaryngologist.

