

Please Note

- Consult your doctor if you have heartburn. Acid from your stomach can damage your throat.
- Hormonal changes (such as the menopause, pregnancy or menstruation) can affect voice quality.
- The voice is closely linked with emotion, so tension or depression might show in your voice.
- Help to stop smoking is available through your local smoking cessation service. Or you can ask your GP or pharmacist for more information.
- Although essential for management of your condition, inhalers for asthma, antihistamines for allergies and some other drugs can make the mucous on your vocal cords dry and sticky. Extra voice care may be required.

Personal Advice

Further Information

www.britishvoiceassociation.org.uk

Telephone: (0)300 123 2773

Contact Details

Your Speech and Language Therapist is:

Speech and Language Therapy Department

The New Stobhill Hospital

Telephone: 0141 355 1613

The New Victoria Hospital

Telephone: 0141 347 8660

Gartnavel General Hospital

Telephone: 0141 211 3027

Glasgow Royal Infirmary

Telephone: 0141 201 6467

Royal Alexandra Hospital

Telephone: 0141 314 6117

Inverclyde Royal Hospital

Telephone: 01575 505023

Queen Elizabeth University Hospital

Telephone: 0141 451 6368



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Acute Services Division



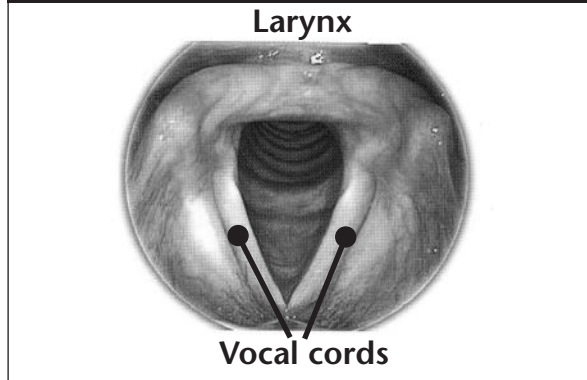
Information about Information about Looking After Your Voice



**Speech and Language
Therapy Department**

Please see back page
for hospital contact numbers

Voice Production



Your larynx (voice box) is situated in your throat at the level of the Adam's apple.

Your vocal cords:

- Are inside your larynx
- Are two small, delicate bands of muscle
- Stretch from the front to the back of your windpipe
- Vibrate together to produce the sound of your voice

A clear, normal voice relies on having:

- Healthy vocal cords
- A good air supply
- Efficient muscle movement
- A feeling of wellbeing

We use our larynx when we:

- Talk and sing
- Breathe
- Swallow
- Cough and throat clear
- Lift, brace or strain

The following advice will help you to maintain a healthy and efficient voice:

✓ Try

- Warming up your voice gently before prolonged speaking or singing.
- Taking regular top-up breaths when speaking – stop speaking when you run out of breath.
- Turning the TV, radio, stereo off or down when you are talking.
- Using amplification or microphones when addressing a large group of people e.g. presentations, teaching, and meetings.
- Resting your voice if it feels tired, weak or strained. Structure your day to space out periods of talking.
- Drinking plenty of fluids (we recommend 8 glasses a day or 2.5 litres).
- Steam inhalations can also help relieve a dry, inflamed throat.
- Swallowing hard, drinking water, yawning or using a gentle cough without sound if you feel there is something in your throat.
- Making time for regular recreation and relaxation as stress can affect your voice.

✗ Avoid

- Excessive coughing or throat clearing.
- Shouting e.g. at social and sports events or calling to attract attention.
- Talking in noisy situations or against background noise e.g. loud music, TV and traffic.
- Smoking – try to stop smoking or cut down.
- Speaking for long periods without a break.
- Whispering
- Smoky, dusty or dry atmospheres and chemical irritants e.g. cleaning products and aerosol deodorants.
- Excessive alcohol (particularly spirits) and caffeine (tea, coffee and fizzy drinks) as these can make your throat dry.
- Speaking or grunting while lifting, carrying or pushing heavy objects. For example at the gym or when you are out of breath e.g. during exercise.
- Singing loudly or beyond your comfortable range e.g. Karaoke.