

STRUCTURED VOICE

1. Opening / Setting the Scene

- “Today I want to focus on...”
- “Let’s start with the key point...”
- “The purpose of this discussion is...”
- “I’d like to highlight three main areas...”
- “First, I’ll outline... then we’ll explore... finally we’ll consider...”

2. Making a Point (Point → Evidence → Action)

- “The key point is...” → “For example...” → “So, what we can do is...”
- “Our main objective here is...” → “The data shows...” → “Therefore, I recommend...”
- “I want to draw your attention to...” → “Research/experience indicates...” → “As a result, we should...”
- “The challenge is...” → “We’ve observed that...” → “To address this, we can...”
- “Here’s the insight...” → “This is supported by...” → “Next steps include...”

3. Signaling Transitions

- “First...” / “Next...” / “Finally...”
- “To begin with...” / “Moving on...” / “In conclusion...”
- “Let’s start by...” / “Following that...” / “To wrap up...”
- “Initially...” / “Then...” / “Ultimately...”

4. Emphasising Clarity

- “In simple terms...”
- “Put simply...”
- “The bottom line is...”
- “To summarise...”
- “The takeaway here is...”
- “What matters most is...”

5. Engaging and Guiding the Audience

- “You may be wondering...”
- “A question we often hear is...”
- “Consider this scenario...”
- “Let’s look at it this way...”
- “Think about...”

6. Presenting Evidence or Data

- “The data shows that...”
- “Research indicates...”
- “In our experience...”
- “We observed that...”
- “This is supported by...”
- “Evidence suggests...”

7. Suggesting Actions or Next Steps

- “Therefore, I recommend...”
- “Our next step should be...”
- “What we can do is...”
- “A practical approach is...”
- “This allows us to...”
- “By doing this, we can...”

8. Maintaining Control under Pressure

- “Let’s take a step back...”
- “Let’s focus on the facts...”
- “To clarify...”
- “Let’s break this down...”
- “I want to make sure we’re aligned...”
- “Let’s review what we’ve covered...”

9. Concluding and Closing

- “In conclusion...”
- “To summarise...”
- “The key takeaway is...”
- “This brings us to our next steps...”
- “Ultimately, the goal is...”
- “Thank you for your attention; I look forward to your thoughts.”

Takeaway:

- Use short sentences and a clear structure to calm your brain and your audience’s.
- Following a Point → Evidence → Action framework ensures clarity and authority.
- Signalling transitions reduces confusion and prevents amygdala hijack, keeping your voice strong under pressure.
- Structured voice acts as a safety net — you remain clear, confident, and persuasive.