

# Edward Olive

Voice Coaching  
Coach de Voz  
605610767

[www.edwardolive.com](http://www.edwardolive.com)  
[edwardolive@hotmail.com](mailto:edwardolive@hotmail.com)



**Edward Olive - Business English teacher - Drama Training - Voice Coach**

**Tel: (00 34) 605610767 Email: [edwardolive@hotmail.com](mailto:edwardolive@hotmail.com)**

**Specialized courses - Annex to Estimate**

**Presentations - Public Speaking - Pronunciation - Accent - Business Skills -**

**Course with student recording - Pro Audio - Possible use of full HD video**

**Date of the main estimate and this annex**

See main estimate.

### **Estimate**

For all other clauses see the main estimate. This document is an appendix to explain the details of the course only.

### **Professional coaching for business**

Edward Olive is a native British English vocal coach and professional business

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**Edward Olive**

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**Corporate language training, acting, voiceovers & voice coaching**

trainer for corporate executives, company managers, lawyers, politicians, doctors and consultants to provide professional assistance with the preparation of presentations, public speaking, tele-conferences, meetings, conferences, sales techniques, job interviews in English, recording voiceovers and video recording for corporate videos and web page content and business skills through drama and acting techniques.

**Annex to the estimate for intensive pronunciation, public speaking and presentations in English with student recording audio and possible video:**

**1. Pronunciation**

Improvement of speech, pronunciation, accent, phonetics and intonation in English and their practical application to everyday use.

**2. Presentations**

Public speaking and presentations in English for meetings and conferences including use of message, stress, emphasis, structure, empathy and use of microphones and visual aids.

**3. Telephone and videoconferencing**

Teleconferences, business telephone use, video conferencing, Skype conferencing and virtual meetings in English.

**4. Voice**

Improving a student voice in English for more effective corporate communication skills.

**5. Option - Business correspondence and drafting**

An optional course in formal and informal emails, drafting of business documentation, presentation handouts, corporate brochures and website content.

**6. Option - Sales**

An optional course for sales executives and all those business professionals whose day to day work involves elements of sales and client marketing.

**7. Option - CV writing and job interviews**

An optional course for all those who wish to fine tune their job seeking skills.

**Number of students in the course:**

See main estimate.

**Course Length:**

See main estimate.

**Number of classes per month and Duration of each class:**

See main estimate.

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**Course teacher:**

Edward Olive in person (see budget for details, terms and any legal caveat).

**Course teacher - important note 1**

Edward Olive is not an agency or English academy/ Business training school that subcontracts classes to other teachers or trainers (therefore necessarily charging clients a price much above the salary or hourly rate paid to the teacher who actually give the course). A great advantage of contracting a course with Edward Olive is that it both short term intensive and medium term classes are with Edward Olive in person) and not with any other standard or less experienced teacher, coach or trainer (see estimate for details, terms and any legal caveat).

**Course teacher - important note 2**

It is only possible to have classes with Edward Olive by hiring Edward Olive. Edward Olive does not give classes or courses via other schools or agencies.

**Direct contact****Contact phone**

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**Email**

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**Webs English voice coach - business trainer - actor - voiceover artist - presenter**

<http://www.coachingles.com/>

<http://www.coachdevoz.com/>

<http://www.voicecoach.es/>

<http://www.inglesbritanico.info/>

<http://www.inglescomercial.info/>

<http://www.englishcoaching.eu/>

<http://www.englishmadrid.es/>

<http://www.edwardolive.com/>

<http://www.locucioneslocutores.com/>

<http://www.locutoringles.es/>

<http://www.locuciones.biz/>

<http://www.locutoreslocuciones.com/>

<http://www.locutorbritanico.es/>

<http://www.englishactor.es/>

<http://www.britishactor.es/>

<http://www.englishvoiceover.es/>

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## **Blogs and social networks**

<https://twitter.com/madridcoach>

<http://coachdevozingles.blogspot.com.es/>

<http://englishvoicecoach.blogspot.com.es/>

<http://locutoringles.blogspot.com.es/>

<http://englishvoiceoverspain.blogspot.com.es/>

<https://www.facebook.com/pages/British-English-voice-coach-in-Madrid-Spain-Edward-Olive/>

<https://www.facebook.com/pages/Profesor-de-ingles-Madrid-Edward-Olive-clases-particulares/>



## **Intensive course of pronunciation, public speaking and presentations in English**

### **Course Objectives**

#### **1. Pronunciation**

Professional coaching with "British" English standard RP received pronunciation "BBC" accent to improve English both technical pronunciation and phonetics, and also diction, intonation... to improve the all round oral communication of the student.

#### **2. Presentations**

Improving public speaking techniques in general and specifically presentations in English for meetings, talks and conferences. Learning to read documents and content of presentation slides in English for an audience in a professional manner.

#### **3. Teleconferencing and videoconferencing**

Teleconferences, business telephone use, video conferencing, Skype conferencing

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and virtual corporate meetings in English.

#### 4. Voice

Professional voice / vocal coaching to improve and enhance the voice in English including using techniques of voice and breathing when speaking in English to more effectively convey the corporate message of the company through the voice of the executive, manager or employee.

#### Teaching methods, brief course outlines and techniques employed by Edward Olive during courses

##### 1. Pronunciation

Edward Olive has his own registered copyright English accent, dialect, phonetics and pronunciation course dealing with the use by the student of each individual vowel, diphthong, consonant and triphthong in standard English. Note this course is written personally by Edward Olive and only used by Edward Olive within the field of English courses with Edward Olive. According to Intellectual Property law no other teacher, school or agency has access to any course that is copyright registered by Edward Olive.

Firstly the use of each basic sound is analyzed by the student to identify the specific problems that the student needs to work on, which is then followed by in depth work on exercises with examples of the use of that particular sound in words and phrases, different possible spellings where it can appear and tongue twisting tongue gymnastic exercises to compare and contrast different sounds.

As an example below is an abbreviated part of the course is part of the chapter on using the sounds S, Z, SH etc .:

|       |       |      |         |
|-------|-------|------|---------|
| /s/   | /z/   | /ʃ/  | /z/     |
| price | prize | ship | leisure |

|    |     |    |   |
|----|-----|----|---|
| 32 | /z/ | z  | zoo, prize, froze, blaze,               |
|    |     | s  | fees, fires, fries, blows, pens, dies   |
|    |     | se | house* , browse, lose, hosepipe, abuse* |
|    |     | si | disease                                 |

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|  |   |
|--|---|
|  | Note homophones:<br><br>Seize/seas/sees, tease/teas/tees, Edwards/Edward's, stairs/stares, wears/wares, |
|--|---|

|                     |   |
|---------------------|---|
| <b>/s/-<br/>/z/</b> | Sap-zap, sip-zip, sit-zit, Sue-zoo, pence-pens, close*-close*, face-phase, niece-knees, fierce-fears, peace/piece-peas, pence-pens, gross-grows, place-plays, pace-pays, use*-use*, loose-lose, bus-buzz, price-prize |
|---------------------|---|

### **Important Legal Copyright Notice**

Teaching courses and materials are © copyright. All texts, course, documents, classes and teaching systems are © copyright Edward Olive and it is strictly prohibited the reproduction of publication by any means whatsoever of any texts, course, documents, classes and teaching systems for any teaching use, internet inclusion, website, blog, social network, video, advert, commercial or corporate use, or distribution to third parties in paper, photocopies, computer file format or in any format whatsoever either in whole documents or part documents without the express permission in writing of Edward Olive. It is strictly prohibited the reproduction by any means whatsoever, photocopies, pdf, word file, computer file without written permission from Edward Olive. All teaching material and methods are registered and protected by Intellectual Property Law. All translation rights are reserved Edward Olive. Any client or any company or person or website or any physical or legal person breaching these intellectual property rights will be sued for legal damages by or on behalf of Edward Olive. The only reproduction allowed is for a student to print a single copy of any document or save it for his or her own personal use to prepare for classes with Edward Olive.

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**/s/   /z/   /ʒ/**

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English Coach  
Coaching in Madrid Spain

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#### **Other pronunciation courses**

The aim of all pronunciation intensive sessions is to spend 50% of the time on technical issues and 50% applying the new skills learned to everyday practical situations aiming to improve overall fluidity and effectiveness of the student in real life situations. This is not an intellectual or academic theory course - it's all about tangible positive useful results when speaking, presenting, reading or acting.

Pronunciation rules of ED endings in simple past and present perfect past tense;  
Pronunciation rules for S endings in plurals;  
Pronunciation - SZ difficulties;  
Pronunciation - common problems for Spanish speakers;  
Pronunciation of common brand and company names;  
Pronunciation - use of contractions;  
Pronunciation - use of contractions 2;  
Pronunciation - letters and alphabet;  
Pronunciation - phonetic symbols and practical application;

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Pronunciation - phonetic symbols chart for daily use;  
Pronunciation - phonetic symbols and vowels practice;  
Pronunciation guide for common use of the Schwah;  
Pronunciation guide to pronunciation changes in the "standard" US accent;  
Pronunciation - Some US changes;  
Pronunciation regional example: Cockney & London.

### **Pronunciation - Using studio microphones**

During the pronunciation course (and indeed in other courses including presentations and public speaking) Edward Olive may record himself and the student with individual professional recording studio microphones and audio recorder that produces clear, crisp, detailed, professional quality sound to be able to provide very high quality audio tracks fully customized for students with examples of the student's voice and the voice of Edward Olive. This will facilitate the homework studies of the student between sessions to listen and practice with the audio recordings at home, in the car or with headphones on the smartphone.

It is to be noted that Edward Olive is a professional voiceover artist with his own recording studio equipment providing the voice for television commercials, TV programs, corporate videos, cartoons, video games, websites and apps for smartphones. Edward Olive uses and applies this same knowledge and the same professional voiceover equipment for his specialized English, business, presentations and voice courses for the maximum benefit of each student.



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## **2. Presentations and public speaking**

It will be noted that Edward Olive is a former English commercial lawyer (solicitor specialised in shipping, international trade, contract and commercial law, litigation and arbitration), a former law lecturer in the Master's degree program in International Commercial Law at London City University and Lecturer in the Faculty of Law in Leeds University. Edward is also a professional actor, drama teacher and acting coach for film & television actors.

The intention is to use this broad and varied professional experience for the benefit of each student during the presentations and public speaking course. Edward Olive has recorded presentations for his clients for use in corporate videos and also live event recordings for international conferences and congresses with wireless microphones, most recently at conferences in China and Hong Kong (see photos below (taken by Edward Olive as photographer)). Edward Olive always seeks to bring his courses into practice with real experience and practical application. This is not academic intellectual musing but real life and business.



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Elements that may be included in an intensive presentations and public speaking course with Edward Olive include:

## **Presentations**

### **1. Practical tips**

Examples of practical tips for effective public speaking;

### **2. Common language**

The Use of common corporate presentation language;

### **3. Standard phrases**

Useful of commonly used standard optional phrases that students may include in future presentations;

### **4. Standard structures**

Possible presentation or speech structures that can be adapted to the needs of the specific industry sector of each student, their position in the company and the type of presentation that a student commonly has to do;

### **5. Standard sections**

The different common sections of a presentation, reference to the inclusion of

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support materials on slides using PowerPoint or handouts;

#### **6. Beginning and ending**

How to start and finish a presentation to emphasise the main aim. The use of introductions, summaries and conclusions;

#### **7. Pros and cons**

Analysis of pros and cons to draw possible conclusions;

#### **8. Dealing with questions**

How to take or avoid answering questions from participants in a meeting or conference. Thinking on one's feet;

#### **9. Diplomacy**

The subtle use diplomatic and business English to avoid conflicts with colleagues or members of the audience. Dealing with delicate subject matter;

#### **10. Different types of Presentations**

Practice with various different types of standard business presentations;

#### **11. Practical exercises**

Putting theory into practice with examples of presentations that the student has already given in their job, or which the student has pending to give;

#### **12. Empathy**

Public speaking communication techniques, empathy and how public speaking may vary when speaking to a public of different sizes and backgrounds;

#### **13. Adapting**

Adaptation of the language used for each type of public;

#### **14. "Virtual presentations"**

Techniques that can be used when talking or presenting virtually, via telephone connections, teleconferencing, the corporate video and video conferencing with a "virtual" public of different sizes;

#### **15. Microphones**

The proper use of the different types of microphones that may be available in a conference or in a video shoot;

#### **16. Acting for business**

The application of method acting / Actor's Studio / Stanislavski / Lee Strasberg drama techniques to business presentations;

#### **17. Working with partners**

Working with a presenting partner / fellow actor - duologues, dialogues, panel

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discussion groups and the concept of upstaging;

## **Reading**

### **How to read English to communicate a message effectively and professionally.**

#### **1. Eye contact**

How to maintain eye contact with the audience and sight reading technique;

#### **2. Monotony**

Intonation and varying tones, speed, rhythms and use of emphasis to avoid monotonous reading that will send the audience to sleep and how to separate the important from the less important;

#### **3. The audience**

How to capture and keep the public's attention;

#### **4. Options**

Transmitting the desired main message in the "best" possible way - variations and options;

#### **5. Subtext**

Use of subtext and the non-written message;

#### **6. Punctuation**

The use of punctuation by an author of a text and the importance of respect for punctuation in delivery;

#### **7. Writing text**

Drafting and reviewing written presentations with a view to oral delivery;

#### **8. Clarity of ideas**

The use of bullet points and abbreviated structure to clearly transmit messages;

#### **9. Adapting to the audience**

Consideration of the target audience and the tailoring of reading to the public;

#### **10. Speaking not reading**

Reading is speaking and communicating rather than sounding like reading;

#### **11. Drama**

Skills brought in from acting and drama to make a text come alive;

#### **12. Role**

The development or consideration of a role, personality and personalisation of the

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reading of a basic standard text;

**13. Preparing a text**

The marking up of a text to aid with its effective oral delivery;

**14. Pronunciation**

Elimination of pronunciation issues or problems to increase the effectiveness of the delivery of the message;

**15. Interpretations**

The different possible variations in the meaning of the same text or use of emphasis that can produce different ways of reading the same passage for different effect;

**16. Recording and review**

Professional audio recording of reading and closed headphone audio review;

**17. Audio wave analysis**

Analysis of student and coach speech and interpreting sound waves on computer screen with professional audio programs.

It will be noted that Edward Olive also provides coaching for actors for their monologues, to prepare castings, film & television scripts and theatre plays and the intention is to develop the management of corporate texts with dramatic art techniques.

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### **3. Tele-conferences and videoconferences**

Edward Olive has his own copyright registered course to teach using corporate use of the telephone, Skype teleconferencing and videoconferencing in English.

This course can include:

#### **1. Advice**

General advice for business phone and video conference use;

#### **2. Vocabulary**

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Specialist common vocabulary for the use of the phone or conference call in a business context;

### **3. Standard phrases**

Commonly used standard phrases that can be used or adapted by the student;

### **4. Dialogues**

Examples of sample business dialogues;

### **5. Handling calls**

The different part of the communication: making calls, starting conference calls, transferring calls, calls on hold, customary greetings, leaving messages, receiving and ending calls politely, taking messages and teleconferences;

### **6. Adapting language**

How to adapt your English to better convey the professional message for the specific business sector in which the student operates;

### **7. Practical exercises**

Practice with common examples and also real life examples from the business environment of the particular student including real use of telephones or Skype connections;

### **8. The microphone and the camera**

The correct use of the different types of microphone and camera that may be available for office conference calls.

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#### **4. Voice**

Edward Olive is a professional voice coach / vocal and speech coach and trains theater actors who want to improve their voice projection and control for professional work in theater and shows. The same techniques are employed by Edward in business courses to improve and enhance the corporate voice of the student. This can include work on:

##### **1. Breathing**

Improved breathing technique;

##### **2. Relaxation**

Relaxation techniques to improve control;

##### **3. Nerves**

Coping with stress, nerves and stage fright to avoid adverse effects on the voice;

##### **4. Projection**

Physical position of the voice, use of diaphragm and body to assist voice projection;

##### **5. Body language**

The use of body language to assist a student vocally so that voice and body work together as a team;

#### **4. Voice and subtext**

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Transmission of subtext and believing in texts to improve vocal delivery;

#### **5. Voice and emphasis**

The use of the voice for to convey stress and emphasis;

#### **6. Voice rhythm**

Varying rhythms and speeds to give a more flexible, interesting and dynamic voice;

#### **7. Vocal cord protection**

Voice levels, volume and depth to avoid vocal cord problems for frequent public speakers and presenters;

#### **8. "Colouring" the voice**

The use of intonation and tone to "colour" the voice;

#### **9. Vocal adaptation**

Voice adaptation to circumstances including audience and room size, microphone type and availability;

#### **10. The voice of emotion**

The bringing out of emotions, feelings and beliefs whether really believed or delivered by "acting" techniques brought through use of the human voice. How this can be optimised not just for actors but also for a professional or business audience.

### **Learning English and speaking skills through acting with Edward Olive English teacher, professional screen actor, voiceover artist & drama coach**

Edward Olive may, where he feels it to be appropriate and useful for the individual student introduce into sessions elements brought from his drama teaching that may include copyright mini professional courses from the following:

- Acting - The day of the shoot / presentation
- Acting - Feeling high emotion
- Acting \*uck it!
- Acting - Give it some!
- Acting - more casting or presentation tips
- Acting - The public and private
- Acting - Screen acting tips 1
- Acting - Setting the stage and feeling at home on stage
- Acting - Social issues
- Acting - Telephone casting and interview exercises
- Acting - Tramps, drug addicts and alcoholics
- Acting - Vocal exercises and breathing 1

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Acting - Vocal exercises with consonants and vowels  
Acting and learning skills 1  
Acting and learning skills 2 - Reading  
Acting and learning skills 3 - Presentations  
Acting and learning skills 5 - The American voice and acting/ presenting  
Acting and learning skills 6 - Role plays and acting/ presenting  
Acting and learning skills 7 - Reading and acting  
Acting and learning skills 14 - My week acting  
Acting and learning skills - Acting for business  
Acting and learning skills - Acting a character  
Acting and learning skills - Acting atmosphere and styles  
Acting and learning skills - Memorising scripts  
Acting and learning skills - Coping with nerves and stage fright  
Acting and learning skills - Advanced preparation  
Acting and learning skills - Preparing a part or role  
Acting and learning skills - The senses and language  
Acting and learning skills - Speaking statues  
Acting and learning skills - Working with a partner  
Acting and learning skills - Casting practice 1  
Acting and learning skills - Extra reading  
Acting and learning skills - Improvisations  
Acting and learning skills - Practising stress  
Acting and learning skills - Practising subtext  
Acting and learning skills - Reading and intonation  
Acting and learning skills - Reading subtext

Edward Olive has commonly observed that a student may have a "good voice" in their own native language, but when faced with a foreign language their voice is weakened, blocked or in different ways worsened. Also, any slight defect a student has in their own language will be greatly magnified when speaking in a foreign language.

The intent of this course is to enhance and improve the student's voice in English to better convey a corporate presence and professional message in the international business world. The desire is to have students competing in the same business field as English-speakers and with the same vocal power and voice quality as native executives - a level playing field for non-native corporate professionals.

#### **5. Option - Business correspondence and drafting other documentation**

Formal and informal emails, drafting of business documentation, presentation handouts, corporate brochures and website content.

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It is to be noted that Edward Olive is a UK solicitor (lawyer) and has been formally trained in correspondence and document drafting.

Elements of a short correspondence drafting course can include:

**Tips**

Basic practical points that can help the student in day to day correspondence;

**Structure**

Common basic letter or formal email structures that can be adapted by the student;

**Headers**

Use of headers in English;

**Date formats**

Understanding and using possible US and UK variants;

**Greetings**

Possible greetings for email & fax and letter or very formal e-mail or fax for example sending a CV;

**Introduction**

**Body of email or letter**

**Definitions**

Different options for defining something in a formal way;

**Referring**

How to refer to correspondence and events;

**Diplomatic writing 1**

Possible ways of agreeing and more importantly disagreeing without upsetting anyone;

**Diplomatic writing 2**

The use of polite or more formal language: could, would and the use of please;

**Diplomatic writing 3**

The requesting of actions by or documentation from recipients and the indication of levels of urgency without angering those recipients;

**Conclusions**

Effective organisation of ideas and the drawing of conclusions;

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**Closing Phrases**

Standard form closing phrases;

**Signing off**

Signing for casual email or for letters and very formal e-mail/fax;

**Abbreviations**

Common English abbreviations now seen in emails, text messages and Whatsapp / Wechat etc. communications;

**Names**

The use of short forms of names and the use of titles;

**Practice exercises**

Practical realistic exercises for the different forms of correspondence that the student may have to deal with professionally in his or her business sector;

**Checking real correspondence**

Examination and analysis of real student correspondence that a student has already sent or that a student needs to prepare for a work situation.

**Option - Legal correspondence drafting**

Edward Olive is a qualified solicitor (lawyer) and can work closely with lawyers or legal executives regarding their specific legal correspondence drafting needs.

**Option - Other business drafting assistance**

Edward Olive can also assist students with the drafting of other professional or company documentation such as texts for websites and marketing;

**Option - Job applications**

Drafting a good covering letter or email to send a cv to apply for a job. Options, advice and drafting assistance & review.

**6. Option - Sales and selling in English**

An optional course for sales executives and all those business professionals whose day to day work involves elements of sales.

Mini-course on sales and sales presentations in English can be incorporated into a course designed for sales representatives and all those business professionals such as lawyers, accountants and consultants who need to sell the services of their firm as part of their daily work.

**General tips**

A checklist of some key points to bear in mind when selling;

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**Corporate language training, acting, voiceovers & voice coaching**

**Practical exercises**

Practising sales skills in factious and real life situations.

**7. Option - CV writing and job interview preparation**

An optional course for all those who wish to fine tune their job seeking and interview skills.

Edward Olive has extensive experience in the preparation of business professionals for job interviews including for pilots, cabin crew, lawyers, consultants, accountants, corporate executives, sales representatives, English teachers and actors & voiceover artists (for interviews, castings and auditions).

**Interview preparation****CV**

CV and covering letter drafting and review. The different possible alternatives and styles;

**Interview preparation****Future plans**

Discussion and preparation of bullet point notes;

**The company**

Discussion and preparation of bullet point notes;

**The position**

Discussion and preparation of bullet point notes;

**Questions for the interviewers**

Discussion and preparation of common possible questions.

**Interview simulation**

Intensive and high pressure job interview role play simulation with audio recording and analysis;

**Coping with nerves**

Relaxation and breathing techniques to cope with stress.

**Edward Olive - Vocal coach - Business trainer**

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