1. Look at the person you are talking to.
2. Listen to the level and quality of the voice tone you are speaking with.
3. Lower your voice (if necessary) so that it isn’t too loud or harsh.
4. Speak slowly. Think about what you want to say.
5. Concentrate on making your voice sound calm, neutral, or even pleasant and happy.
6. Avoid shouting, whining, or begging.