

A Reference Guide

Public Speaking with Emotional Intelligence

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INTRODUCTION

Being able to speak well publicly is a valuable leadership quality. To improve qualifications and credentials, a public speaker must scrutinize particular details that impact the quality of his/her preparation and presentation. With much interest recently on emotional self-growth, it is important for anyone speaking publicly to be aware of and to scrutinize a growing number of psychological do's and don't's of the profession and behavior, in general.

This reference guide identifies a number of emotional intelligence related details, from the steps of preparation through the choreography of delivery. It can help novices, occasional speakers, as well as seasoned speakers increase the credibility of their presentations. It included several healthy guidelines and practices of meaningful leadership judgment, thoughtful etiquette protocols, and charismatic presentation style. The different aspects are organized and presented in a way that make it easy to consider the healthy and helpful behaviors suggested, as well as to take note and avoid substandard, undesirable behaviors listed.

The creation of this reference guide developed over the past several years, through efforts by our founder to qualify and organize important speaker criteria. Special emphasis was given to emotional intelligence, her field of independent study for almost twenty years. Many of the suggestions presented were from notes she took while observing the quality of different speakers' performance, as well as her own speaker skills and humbling ineptitudes. It also includes skill building short-cuts she discovered over the years; special resources and practices that reduce the learning curve of different aspects of public speaking.

You can also learn more about psychological do's and don't's, in general, by checking out the related resources listed in the bibliography and on the Internet, as well as by taking EII's free training program at e-ii.org.

Emotional Intelligence Enhances Credibility

The credibility of our behavior is rich in *emotional intelligence* criteria, whether on the stage or behind the scenes, professionally, or considering our impression on others, personally. For those less familiar with the term *emotional intelligence*, it involves identifying and facilitating healthful thoughts, communications, and behavior. We begin improving our emotional intelligence by learning to understand our minds better, emotionally. By doing so, we also learn what we can do differently with our minds to manage the *harmful* influences our emotions can have on us and empower *helpful* influences.

If you haven't done so already, you can broaden your understanding of emotional intelligence, itself, by reading the latest edition of Daniel Goleman's widely sold book that introduced the subject in 1995, "Emotional Intelligence: Why It Can Matter More Than IQ" and by searching the subject further with your web-browser on the Internet or at your local library/book store. Such background knowledge is an excellent prerequisite or accompaniment to our free program or any self-growth program. Please note that emotional intelligence is sometimes abbreviated as EI or called emotional intelligence quotient, or EQ. EQ is a testing measurement of emotional intelligence.

To advance in almost any career, whether in leadership positions or not, it is important that we analyze and reanalyze our abilities and look for ways to improve our skills. This kind of in-depth thinking helps us define and incorporate better ideas and reduce awkward mannerisms. When we scrutinize our overall behavior this way, it helps us improve our overall emotional intelligence.

By analyzing our abilities to improve the *credibility* of our presentations, we are applying efforts to *monitor* ourselves. *Self-monitoring*, overall, defines the observant detailing involved to make honest assessments of the quality of our thoughts and feelings, as well as our personal and professional behavior. Such investigation helps us refine more meaningful aspects of ourselves as well as our relationships with others. It is good practice for speakers, as it helps us get in better touch with our audience, as well.

The meaningful understanding we gain from self-monitoring the quality of our thoughts and behavior is called *self-awareness*. Self-awareness is sort of like the financial statement that eventually results from a bookkeeper's scrupulous detailing. In emotional intelligence, it is the awareness of our psychological assets and liabilities, so to speak—the qualities and ineptitudes of our thoughts, communications, and behavior. *Self-awareness* is important understanding and it is also considered the foundation of *emotional intelligence*. The more self-aware we are the more accurately we can measure our EQ.

Understanding the Difficulties of Public Speaking

To become a master of the art of public speaking, one must be dedicated to improving and practice, practice, practice. The ultimate goal is to understand how to prepare well, overall. Such a goal requires us to grasp and follow particular quality guidelines—especially those related to meaningful leadership judgment, thoughtful etiquette protocols, and charismatic presentation style.

To build speaking skills, there is some basic knowledge that we need to become familiar with and particular techniques and information we must memorize. Specific actions must be practiced over and over again to perform them in ways that looks effortless to our audience. Most practice is done alone with occasional practice in front of friends and family as well as supporting organizations and/or small audiences.

Just as most musicians must practice playing a musical instrument a significant amount of time before playing it in front of an audience seemingly effortlessly, to speak eloquently in front of an audience, most speakers must practice seriously for a long time, as well. However, there is certain knowledge public speakers can learn and particular ways to practice that substantially shorten their learning curve.

And like being an orchestra conductor, a public speaker's credibility depends on how well she/he orchestrates—in front of an audience—a number of specifics, including emotional intelligent criteria. All this is to be done while she/he shares interesting, up-to-date knowledge within a particular profession and/or speech topic.

Being in such a leadership position, it is a speaker's job to keep attendees' attention, keep them awake and manage any awkward situations that may come up. Understanding how to do this can serve a speaker's credibility well. Without such understanding, one can experience unfortunate embarrassing moments at the podium and in an emergency, jeopardize the safety of an audience.

This means not only developing a speech and presentation in an interesting, effective way, but very importantly, learning particular leadership skills to handle disruptive problems, well, such as technical issues, difficult people, or downright emergencies. Having the right understanding and calming words can reduce potential problems to keep a presentation running smoothly, and save precious time in an actual emergency.