



7

*steps to*

*improve your  
public speaking*





The Emotion Encyclopedia - Vol. 7 (Extract)  
**7 steps to improve your public speaking**

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[www.selfemotionalcontrol.com](http://www.selfemotionalcontrol.com) - [info@selfemotionalcontrol.com](mailto:info@selfemotionalcontrol.com)



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## ***What's in this book for me?***

This book has been written with the intention to provide you with the information you need to improve your ability to solve the typical problems of those who speak in front of an audience.

First of all, I would like to congratulate you for the choice you made in purchasing this book; It is clear from this act that you want to find out and use new techniques to improve your ability to speak in public.

If you have no clear idea about the correct strategies to use, you may fall into the error of running behind the attempts that do not produce the expected results.

It is indispensable to understand that self-esteem, which is essential to act properly in resolving problems related to public speaking, is not destroyed or not even constructed in one single day, but what can happen in a day is that the process of growth or destruction can be activated.

So, today with these seven systems or steps you can take the road that will lead you to your well-deserved goal of effectively speaking in public.

Everything you have done so far has made you the person you have become, by applying the principle

explained in this book in your private and working life you will find that it is easy to use new systems that will take you and your skills to higher levels.

My intention, at the end of these seven chapters, is for you to have a plan of steps to follow that can enormously help you to speak in public as a real expert.

The book will show you that getting the confidence you need to become an effective communicator is possible to anyone who wants it at any time.

You are about to use an indispensable guide for anyone speaking in front of an audience, no matter if you are an expert or not, because it has been written in a clear, concise and practical way.

**“If all my strengths and wealth were taken away from me, granting me to keep only one, I would keep the possibility to speak, because only that would give me the chance to regain all the others.”**

**(Daniel Webster)**

This expression encapsulates all the power and the value of language, a marvelous but dangerous gift at the same time.

For more than 30 years I have had the pleasure of speaking in public and I have always wanted to share important concepts with my audience, as well as attracting people’s attention to express and convey my enthusiasm and joy to them.



If you have recently started speaking in public or you are an experienced speaker, the content that I share with you will give you the ability to do a more efficient job.

Regardless of your profession, whether you are a teacher, a salesperson, a lawyer, an administrator, or even a parent, you will be able to better communicate your concepts through the wide range of the suggestions here outlined, ranging from speech content to illustrations, from physical posture to the tone of your voice, from the contact with the audience to your pauses and also from touching their heart to “call to action”.

Following these steps will make you a better communicator both in front of a big audience or when you talk to a single person.

Remember: “Communication is not what we say, but what arrives to others”, as a certain Thorsten Havener had to say, and that, as I say, “A good teacher is able to teach any subject, after an adequate preparation”. So, the importance of being effective speakers is expressing both concepts and emotions.

Below here, I will briefly mention the main and secondary points discussed in order to waken some interest in the exposed material.

## **1) Set what your starting points are**

## **2) Prepare your speech**

- Topic
- Introduction
- Main points
- Secondary points
- Conclusion

## **3) When you speak from the platform**

- Modulation
- Speed
- Volume
- Pause
- Disturbing sounds
- Body language

## **4) Answers to questions asked by public speakers**

- How can I avoid running out of breath?
- What can I do to stop mumbling and gabbling in front of an audience?
- When I realize that I am speaking too fast, what can I do to slow down?
- How can I appear more...?
- What can I do to better interact with my audience?
- What must I do before my speech?
- What must I do during my speech?

### ***5) Your subconscious and the A.I.R. system to improve your public speaking***

- PHASE 1: Describe the problem and write down the question
- PHASE 2: After writing the question, let incubate it
- PHASE 3: Write the answers or the solutions to the problem

### ***6) The affirmations method***

- Consider the following instructions as requirements for your results

### ***7) Affirmations to improve your public speaking***

- How can this book help me?
- How can I use this book?



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***Thanks to the content of this book,  
you will be able to:***

- Determine where you will start to become an experienced public speaker, keeping in mind your current skills.
- Prepare a speech that could last a few minutes or even hours.
- Knowing what to do and what not to do when speaking in front of an audience.
- Find practical answers to what to do before and during a public talk.
- Find out the best posture while viewing and displaying information.
- Distinguish between actions that generate better results and those that are not productive to gain the attention and trust of the public.
- Correctly handle everything that happens in the room while you speak.
- Use your mistakes on the podium to launch yourself to a higher level of public speaking.

## *Self Emotional Control*

- Influence your tension so that you are in control of the situation throughout your speech.
- Take the right opportunity while on the podium to demonstrate your dexterity and exemplary skills as a public speaker.
- Draw on a wide range of words and phrases you can say to yourself to develop the right amount of self-confidence as an effective public speaker.



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