

# Financial Forum **BOOKstore**

## QUESTIONS FOR REFLECTION

Bruce Harrison, president of the E. Bruce Harrison Company, a public relations firm based in Washington, DC, suggests reflecting on the following 20 questions in your quest to become an effective speaker:

1. How do I get people to listen?
2. When do I start speaking?
3. How do I handle nervousness?
4. What am I doing here?
5. How do I handle questions?
6. How do I handle hostile questions?
7. Should I be aggressive?
8. How do I take charge?
9. How do I not sound defensive?
10. What if I am not an expert?
11. What if I don't know the answer?
12. What if the question is dumb?
13. Should I smile more?
14. Should I try to gesture?
15. Where do I look when I speak?
16. Where do I look when I am not speaking?
17. If I can't comment, what can I do?
18. Can I fudge the facts?
19. How can I tell if I am scoring?
20. Where are the rest rooms?

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Jeff Davidson is a professional speaker who offers simple advice that makes profound differences in people's lives. Check out his bio at <http://www.financialspeakers.com>. He is the author of *The Joy of Simple Living* (Rodale), *The Complete Idiot's Guide to Managing Your Time* (Alpha), and *Breathing Space* (MasterMedia). His books can be ordered at <http://www.ffbookstore.com>. Additional information about Jeff is available at <http://www.financialspeakers.com>.