



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

UG Curriculum

| PROGRAM | BA | BA(Hon) | B.Com | B.Com(Hon) | M.Com | MA - Eng | MA- Eco | MA- Psy |
|---------|----|---------|-------|------------|-------|----------|---------|---------|
| Tick ✓ | | | | | | | | |

| SEMESTER | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------|---|---|---|---|---|---|---|---|
| Tick ✓ | | | | | | | | |

| SPECIALIZATIONS | | | | | | | | | |
|-----------------|---------|---------|--------|-----|-----------|---------|-----|----------------|-----|
| BA | Eco | Eng | Psy | Gen | | | | | |
| Tick ✓ | | | | | | | | | |
| BCOM | Costing | Banking | Entrep | MKT | Fin & Acc | Mgt Acc | HRM | Bus Analytic s | Gen |
| Tick ✓ | | | | | | | | | |

| | |
|---------------------------------------|-----------------------------------|
| Name of the Department | Symbiosis Centre for Liberal Arts |
| Name of Head of Department | Prof.Dr.Hilda David |
| Title of the Course | Public Speaking |
| Course Code | LL05 |
| Type of Course (New / Revised) | New |
| Number of Credits | 3 |

| Course Outcomes |
|--|
| CO 1: Read the importance of public speaking(I). |
| CO 2: Transform from consciousness to self-consciousness.(II) |
| CO 3: Practice verbal and nonverbal communication to enhance your speech(III). |
| CO 4: Articulate self-confidence and speak in front of an audience. (IV) |
| CO 5: Integrate research, sound reasoning and evidence that support claims they make in their presentations of speeches and outlines.(V) |

DETAILS OF SYLLABUS



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

| UNIT NUMBER | DETAILS | NUMBER OF LECTURES |
|-------------|--|--------------------|
| 1 | Introductions involving originality, creativity and innovative thinking | 3 |
| 2 | Breathing exercises and voice projection | 3 |
| 3 | The art of preparing and delivering speeches/presentations involving research and the techniques of delivery like body language and voice modulation | 5 |
| 4 | Concept of debating and repartee/refutation | 5 |
| 5 | Reading techniques from unseen material | 3 |
| 6 | Ex-temporary skills | 5 |
| 7 | Basic grammar & pronunciation | 7 |
| 8 | Viewing videos and discussions of the various types of presentations | 4 |
| 9 | Workshops/games aimed at unleashing creativity, voice development, focus & meditation for introspection/self-analysis | 10 |
| | Total Number of Hours | 45 |

Reference List

1. ***The Art of Public Speaking by Dale Carnegie.***
2. ***Complete Idiot's Guide to Public Speaking*** – An idiot proof guide for preparing and delivering an effective speech.
3. ***Complete Speaker: An Introduction to Public Speaking*** – A guide to planning, preparing and presenting your speech. Includes responding to questions and comments.
4. ***Confident Communication: Speaking Tips For Educators*** – A comprehensive guide to public speaking resources for teachers, principals and administrators.
5. ***Effective Speaking*** - Provides scientific information about audience psychology, text preparation and presentation methods.
6. ***Public speaking for confidence by Dale Carnegie .***

Prof.Dr.Hilda David

Name and Sign of Head