Title of the Course: Public Speaking

No. of hours: 45

Course Code: 50407l16

Faculty: Mr Ratan Batliwala

Objectives and Learning Outcome	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)

Teaching Methodology:

1. Interactive sessions
2. Discussions
3. Video viewing
4. Evaluation
5. Workshops and presentations

Unit	Contents of the syllabus	Number of Hours
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
3	Concept of debating and repartee/refutation	5
4	Reading techniques from unseen material	3

5	Ex-temporary skills	**5**
6	Basic grammar & pronunciation	**7**
7	Viewing videos and discussions of the various types of presentations	**4**
8	Workshops/games aimed at unleashing creativity, voice development, focus & meditation for introspection/self-analysis	**10**
	Total Number of Hours	**45**

Suggested Reference Books

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 .*

Suggested Videos

1. *Be Prepared To Speak: The Step-by-Step Video Guide to Public Speaking*
Provides strategies to get you mentally prepared and make speeches work.

2. *Speaking Without Fear Or Nervousness -* Two video set with workbook on how to be effective when you make presentations, lead meetings or join group discussions.

Web sites :

1. *Advanced Public Speaking Institute* **http://www.public-speaking.org/** For beginning speakers. Choose from over 20 categories and over 100 articles to help make your speeches the best they can be.

2. ***Allyn & Bacon Public Speaking Website*** **http://abacon.com/pubspeak** This site contains five modules that you can use along with your textbook to learn about the process of public speaking and to help you prepare you your speeches.

3. ***Big Dog's Leadership Page – Presentation Skills*** **http://www.nwlink.com/~donclark/leader/leadpres.html** Covers speaker's voice, body, nerves, habits and many simple, effective tips and techniques. Templates for *PowerPoint Visual Aid Presentation, Presentation Outline, and Training Outline* provide additional tools.

4. ***Debate Central*** **http://debate.uvm.edu/learn2.html** Strategies, techniques, critiques, evidence, debate, rhetoric and argument; how to speak in public; debate examples.

5. ***School for Champions*** **http://school-forchampions.com/speaking.htm** Tips to overcome the fear of speaking to a group.

6. ***Speakers On-line*** **http://speakers.com/** Biographies and contact information for professional speakers and entertainers.

7. ***Toastmasters International*** **http://www.toastmasters.org/** Toastmasters is a non-profit organization that helps its members improve their skills in public speaking, leadership and communication. The "About Toastmasters" page includes tips on public speaking.

8. ***Virtual Presentation Assistant*** **http://www.ku.edu/~coms/virtual_assistant/vpa/vpa.htm** Online tutorial for improving your public speaking skills. This site is designed to help you target your specific needs as a speaker.