

Course Title: 'Fundamentals of Public Speaking'

Course Duration: 30 hours

Number of Sessions: 30 (60 minutes each)

Credits: 02 Credits

Course Overview:

We all know that speaking in public consistently ranks as one of people's greatest fears, but with training and practice, it's possible to become an effective public speaker or presenter. Public Speaking skills prepares for delivering presentations by teaching arts of how to overcome nervousness, how to boost confidence, how to read audience, using icebreakers, how to best interact with questions or interruptions and much more.

Learning Outcomes:

After successful completion of this course, the students will be able to:

- Speak publicly in a convincing, confident, and concise style utilizing a variety of delivery skills such as eye contact, gestures, movement & vocal variety.
- Analyzing your audience and tailoring the delivery accordingly.
- Critically assess your own speaking, and that of others.

Eligibility:

Candidate will have to first complete his/her education up to class 12 from a recognized board of education, in any stream of education.

List of Topics/Modules:

Topic/Module	Content/Concepts	Session Number
Module 1: Introduction to Public Speaking	<ul style="list-style-type: none">• Welcome to Public Speaking• Objectives, Outline and Introduction• Benefits of Public Speaking• Facing the Fear of Public Speaking• Video: Sample Demonstration Speeches	4

Module II: Talk Development	<ul style="list-style-type: none"> • Decide where you are going • Audience Analysis • Content Gathering • Editing • Storyboarding • Rehearse, rehearse • Activities 	<p style="text-align: center;">10</p>
Module III: Podcast pacing for audience engagement	<ul style="list-style-type: none"> • What is Pacing, Why Pausing is key • Fast and Slow Pace for Audience Engagement • Moderating Your Pace of Speech • Activities 	<p style="text-align: center;">3</p>
Module IV: Honing the Presentation Skills	<ul style="list-style-type: none"> • Increasing Your Confidence while Presenting • Overcoming Nervousness, Speaking with Confidence • Making incredible slides using proven examples • Structuring a Presentation • Effective Use of Audio-Visual Aids • Activities 	<p style="text-align: center;">6</p>
Module V: Body Language of Listening Skills	<ul style="list-style-type: none"> • Creating the best possible listening • Active Listening, The Body Language of Listening • Activities 	<p style="text-align: center;">3</p>
Module V: Delivering Your Speech	<ul style="list-style-type: none"> • Presenting Clear Messages • Controlling Your Body Language • Vocal Aspects of Delivery • Opening Presentation Dynamically to Create a Winning First Impression • Activities 	<p style="text-align: center;">4</p>