Birla Institute of Technology & Science, Pilani
Hyderabad Campus

SECOND SEMESTER 2021-2022
Course Handout Part II

Date: 15-01-2022

In addition to part-I (General Handout for all courses appended to the timetable), this portion gives further specific details regarding the course.

Course No.   : GS F245
Course Title   : Effective Public Speaking
Instructor-in-Charge   : Santosh Mahapatra

Scope and Objective of the Course:

This course aims to enable undergraduate students to prepare and deliver effective speeches. It follows a bottom-up approach and starts with public speaking basics and then building on those micro-skills. The course is practice-oriented. It is designed to develop necessary skills in presenting information, giving seminars, participating in group discussions, etc. The classroom activities may include analyzing sample speeches, speakers' body language, audience expectations and so on; creating and delivering speeches; carrying out self- and peer-assessment; using VR to practice and sharing reflective feedback. At the end of the course, students are expected to:

- plan their speeches, collect information and write suitable speeches;

- evaluate their and others' speeches and presentations;

- deliver organized and effective oral presentations for diverse audiences and varied purposes;

- examine language appropriate for purpose and audience;

- speak confidently.

Textbooks:

1. Rice, T. A. (Editor & Reviewer, 2017). *Fundamentals of Public Speaking (Version 5.2.4)*. College of the Canyons. Freely available on http://uilis.unsyiah.ac.id/oer/files/original/435f2bc09c366c416e7178386ca43173.pdf

Reference books

1. University of Minnesota (2016). *Stand up, Speak out*. Freely available on https://open.lib.umn.edu/publicspeaking/open/download?type=print_pdf
2. The Public Speaking Project (2011). *Public Speaking: The Virtual Text.* Freely available on http://publicspeakingproject.org/psvirtualtext.html
3. Tucker, B., Barton, K., Burger, A., Drye, J., Huncicker, C., Mendes, A., & LeHew, M. (2019). *Exploring Public Speaking: 4th Edition, Communication Open Textbooks*. GALILEO, University System of Georgia.
   Freely available on https://oer.galileo.usg.edu/communication-textbooks/1

Course Plan:

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Text Book
1-2	Develop an adequate understanding of the principles of PS and how to listen effectively	Principles of public speaking; the importance of effective listening	1, 4
3-5	Demonstrate appropriate use of body language during presentations/speeches	Use of body language	Web sources
6	Identify the characteristics of voice	Characteristics of voice	8
7-10	Demonstrate ability to speak confidently in public	Ways to control stage fright; measures to develop confidence	3
11-12	Analyze the expectations of the target audience	Audience analysis	5
13-15	Select appropriate mode of delivery	Modes of delivery	8, 9
16-19	Evaluate organization of speeches	Organization of speech	6, 7
20-21	Explain differences between the requirements of impromptu and extemporaneous speeches	Impromptu and extemporaneous speeches	1, 12, 13
22-31	Create and deliver short speeches for various occasions	Speeches for special occasions: welcome, introduction, felicitation, farewell, valedictory, inaugural	15
32-40	Demonstrate ability to speak confidently and effectively on simulated professional platforms	Meetings, group discussions, professional presentations, interviews	9, 10, 14 and web sources

Evaluation Scheme:

Component	Duration (Minutes)	Weighting (%)	Date & Time	Nature of Component
Assignment 1	NA	15	TBA	NA
Mid-semester Examination	90	25	15/03 3.30pm to5.00pm	Open Book
Assignment 2	NA	20	TBA	NA
Comprehensive Examination	120	40	18/05 AN	Open Book

Chamber Consultation Hour: A virtual slot will be finalized and shared in consultation with students.

Notices: All the notices will be posted on the CMS.

Make-up Policy: Make-up will be given to students who have genuine problems.

Academic Honesty and Integrity Policy: Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

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INSTRUCTOR-IN-CHARGE

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