

Public Speaking

Any one of the following activities may be conducted:

1. Prepared speech (topics are given in advance, students get 10 minutes to prepare the speech and 5 minutes to deliver.)
2. Extempore speech (students deliver speeches spontaneously for 5 minutes each on a given topic).
3. Story Telling (Each students narrates a fictional or real life story for 5 minutes each).
4. Oral review (Each student orally presents a review on a story or a book read by them).
5. Team Activity—Use of language Laboratory.

Guidelines

Know the room.

- Be familiar with the place in which one will speak.
- Arrive early, walk around the speaking area and practice using the microphone and any visual aids.

Know the audience.

- Greet some of the audience as they arrive.
- It's easier to speak to a group of friends than to a group of strangers.

Know the material.

- Practice the speech and revise it if necessary.
- If one is not familiar with the material or are uncomfortable with it, the nervousness will increase.

Relax.

- Ease tension by doing exercises.

Visualize self giving the speech.

- Imagine self speaking, the voice loud, clear, and assured.
- When one visualizes self as successful, one will be successful

Realize that people want others to succeed.

- They don't want one to fail.
- Audiences want one to be interesting, stimulating, informative, and entertaining.

Don't apologize.

- If one mentions the nervousness or apologize for any problems one thinks one has with the speech, one may be calling the audience's attention to something they hadn't noticed.

Concentrate on the message -- not the medium.

- Focus the attention away from the own anxieties, and outwardly toward the message and the audience.
- The nervousness will dissipate.

Turn nervousness into positive energy.

- Harness the nervous energy and transform it into vitality and enthusiasm.

Gain experience.

- Experience builds confidence, which is the key to effective speaking.

Content for public speaking

In structuring the presentation, keep in mind the following principles that will result in better reception, understanding, and retention of information for audience members.

Note the following points

1. Be sure that the presentation is focused and well-organized. Limit discussion to three to four main points.
2. Begin with a clear introduction that asserts the thesis or topic.
3. Provide a brief outline of the presentation so that audience knows what to expect and can follow along more easily.
4. As one develops the discussion, clearly introduce each point that will support the topic.
5. Use skillful repetition and effective transitions to emphasize points and to keep audience's attention.
6. End with a solid conclusion that effectively wraps up the presentation.



AISSMS

COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi, Recognized by
Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University
and recognized 2(f) and 12(B) by UGC (Id.No. PU / PN/ Engg. / 093 (1992)

Accredited by NAAC with 'A+' Grade



Public Speaking

Name: Pratik Pingale

Roll No: 19CO056

Sub: Business Communication Skills Laboratory (210250)

Dept: Computer Engineering

Class: SE I

Topic of Speech:

IMPORTANCE OF EDUCATION

Name of Faculty: Madhavi Pradhan

Date of Submission: 20/05/2021

IMPORTANCE OF EDUCATION

Good Morning to my dear friends and respected ma'am. Today, I would love to make use of this platform to present before you a speech on the importance of Education.

Education is a term that we have grown up listening to since we were kids. Right from the beginning of childhood, till this very moment, we have been surrounded by Education and its need and importance. We have always been told by our parents and teachers that Education is essential and we should all take it seriously. But let us first address the matter of what is Education?

By definition, Education is the systematic mode via which students are instructed, and imparted knowledge in a school, college or any other institutional organization. This is the theoretical definition of what the term Education implies. However, in practice, Education encompasses a holistic and wholesome training and development of an individual. Education is how an individual possesses knowledge about various aspects in life, becomes empowered and acquires the ability to think freely and uniquely.

Education is imparted to us in kindergarten, high school and throughout till university. But even apart from that, our very own lives teach us lessons. It is via the experience gathered in living daily life, through which we learn some of the most important and toughest lessons about life and existence. Education is essential because it leads to the development of the mind and the intellect. Education can hence be defined as a mode which helps in the overall growth and framing of an individual's personality and intellectual potentiality. Keeping this view of Education in mind, we can well conclude that it is an essential phenomenon, and each human being should have the right to access proper and definitive Education.

The primary objective of Education is to impart knowledge. Education also has its fair share in building the thinking capacity of people's minds. Hence, Education supplies people with knowledge and facts and also encourages them to integrate that acquired knowledge into practical and professional lives via necessary training. Education, thus, also plays a primary role in supporting the economic, social and cultural sector of a country.

The need to learn, develop and implement is yet another goal which Education fulfills. Apart from imparting knowledge, people are also vested in civic and social responsibilities. Education makes people aware of their duties and what is ethical and unethical in life. Training also helps in emotional integration. In a literary community, there exist no petty issues such as meaningless and irrational conflicts and contradictions. An educated population knows how to co-exist and cooperate with their peers and colleagues. Hence, to attain world peace, justice, freedom and equality, Education is essential. Everyone should have the right to educate themselves and grow life.

For the various reasons stated above, everyone must get access to Education. India, as a country, is the second-largest in terms of population. Out of its total demography, more than half of the people form a part of the growing community, aged thirty and below.

Thus for a country that is filled with new and young minds, Education is essential.

Thank You