

Communication Skills (MCM 301) – Solved Questions

Lesson 19: Making a Good Speech

Q: What are the key points to keep in mind when making a good speech?

A: A good speech requires clear objectives, audience awareness, proper organization, confidence, eye contact, suitable gestures, and effective time management.

Q: Why is eye contact important during a speech?

A: Eye contact builds trust, keeps the audience engaged, and enhances the speaker's credibility.

Q: Why should you avoid memorizing your entire presentation?

A: Memorization makes delivery unnatural and increases the risk of forgetting content under pressure.

Lesson 20: Overcoming Stage Fright

Q: What is stage fright?

A: Stage fright is the fear or anxiety experienced before or during public speaking.

Q: How can preparation reduce stage fright?

A: Thorough preparation increases confidence and reduces uncertainty, which lowers anxiety.

Lesson 21: Informative Speech

Q: What is an informative speech?

A: An informative speech aims to educate the audience by providing clear, accurate, and well-organized information.