

## **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.