



Professional Ethics (HS-219)

Week 12

Maheen Tufail Dahraj

Lecturer & Ph.D. Scholar (Applied Linguistics)

Department of Humanities

NED University of Engg. & Tech. Karachi

Extemporaneous Speech



It is carefully planned, and prepared ahead of time. It is delivered in a conversational tone of voice, using note cards or a presentational outline to remember key ideas and information.

For Extemporaneous Speech:

1. Make sure you begin with something thoughtful, followed by a couple of main points.
2. Elaborate your points by giving some relevant examples and then wrap it up with a brief summary.
3. End your speech with an effective conclusion which creates an impact on the audience.

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Extemporaneous Speech Preparation



1. Identify your topic (provided by teacher in your case) and start brainstorming on topic details.
2. Outline your speech. Develop a thesis statement (in two-three short sentences, write down what your feelings and opinions about the issue are). Then, reread your thesis and add some more information to speak about if necessary.
3. Create the body of your speech and expand your main points.
4. Write your conclusion.
5. Monitor yourself whether you have started your speech with an opening note, a couple of main points with examples related to the topic and an effective conclusion.
4. Practice in advance, and try to deliver your speech while timing (not more than 2 minutes per individual in your case).
5. After practicing, record it. When you play it back, listen for fluency, structure, content and your appearance. Each of these components combine to create the overall impact of your speech.

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Presentation Guidelines



Instructions:

1. On **July 16, 2021** at your scheduled class timings, the session will commence.
2. For this activity, class needs to be divided into groups. Each group should have 4-5 members.
3. Every group will be preparing a presentation of 8-14 minutes long (carefully dividing the time between group members) and record it/present physically.
4. Each group will be submitting the compiled presentation of all the group members one day prior to the class as in the class timings, the recorded video will be assessed on the basis of the rubrics provided on the google classroom.
5. At the time of assessment/feedback on the recorded/physical presentation, each group's members will be asked questions for clarification.
6. Each member of the group should be well-dressed while presenting his/her speech i.e. wearing formal clothes as the activity will be recorded and marked.
7. The total marks of the activity are **10** out of **40 sessional marks**.
8. The presentation should include the Topic, Names and Roll numbers of the group members and start with the Introduction, relevance of the topic, examples from the real world context and case studies your field (mandatory), and major conclusions etc.
9. Each student should sit through the entire duration of the class because it has tremendous learning and skill-building value to each one of you. Sessions like these ultimately impact your knowledge about the current trends and extemporaneous speeches. And of course, also because of the attendance.
10. Lastly, each student is going to get the remarks after completion of his/her recorded/physical presentation part.
11. The presentation will be recorded in the formal setting, i.e. university.

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Task 1



	Level 1 (1 Point)	Level 2 (2 points)	Level 3 (3 points)	Level 4 (4 points)	Points
Content (Subject Knowledge)	Not enough information is presented to judge speaker's knowledge.	Adequate knowledge of subject is demonstrated.	In-depth knowledge of subject is demonstrated.	Complete subject knowledge.	
Organization	Speech is unorganized.	Speech follows a logical progression.	Speech shows skill and creativity in organization.	Speech shows a strong structure and structure enhances effect of speech.	
Voice	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate for the delivery of the speech.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language are used to enhance speech.	
Manner and Appearance	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
Effectiveness	More practice is needed to maintain audience interest.	Audience interest is maintained.	Effort is shown to enhance audience interest and involvement.	Multiple techniques are used to artfully and successfully create audience interest.	

Comments: _____

Scoring:

Total Points _____

Topics for Presentation



1. Teamwork in workplace responsibilities and ethics
2. Confidentiality in workplace responsibilities and ethics
3. Conflict of Interest in workplace responsibilities and ethics
4. Whistleblowing
5. Bribe and Gift
6. Gender Discrimination at Workplace
7. Computer Ethics and Internet
8. Academic and Research Integrity
9. Trustworthiness as a part of Honesty In Ethics
10. Sexual Harassment and Environmental Ethics

GOODLUCK!

Thank you