

# **Public Speaking**

## ***(A Guide for the BCS 3rd Year Students, TIU)***

Dear Students,

We have been studying and practising public speaking in our weekly classes for some time now. As you prepare yourselves more rigorously for this, let us revisit and remember what to keep in mind.

As students of technology, **you need to keep the professional end in mind when you prepare for public speaking.** In the *public* sphere, our opinions and ideas are available for all those who hear them. The nature and relevance of our ideas are the basis on which we are evaluated and assessed.

Equally important is *how we express these ideas—that is, how we present them.* Our verbal and non-verbal communication skills are put to use here, because **the audience hears as well as sees us.** Therefore, it becomes extremely important to remember and apply the characteristics of good formal communication—clarity, correctness, and composure.

**Since the professional angle is important here, you shall need to prepare for public speaking as students of technology who aspire to join the industry.** Like good would-be working professionals, therefore, **you have to be aware of what is going on in India and the world. You must have ideas about recent developments, global issues, the changing face of technology, and India/the world in future.** Some sample topics are Digital India, UPI, India in 2025, and the changing relationship between technology and education. *Please remember that these are not the only topics; these are only samples.*

Now, let us take into consideration the **professional context.** The ideas and the way you present them have to align with the characteristics of a good would-be working professional.

Firstly, your ideas should be relevant in today's world and of good quality.

Secondly, they should ultimately be positive in their approach. If your topic is on a problem, then your presentation should contain a possible path towards solving it. For example, if we

consider the topic ‘Challenges for India in the 21st Century’, then you shall have to make sure that your presentation covers *how to address these challenges for a better present and a better future*.

Thirdly, the way you present your ideas should set you apart as a good prospective candidate for the role. Someone who has a thorough idea of what to say, how to say it, how to direct the audience’s attention (that is, how to make sure that the relevance of a topic gets communicated to the other end), and ultimately suggests where the key might be lying when talking about locked doors.

To conclude, here are some points to keep in mind:

- Your presentation should have a beginning, a middle, and an end—and a logical pattern overall.
- Clarity, correctness, and composure—keep these basics in mind while you prepare. They should reflect in your ideas as well.
- Your non-verbal communication skills will be extremely important here. Make sure you capture the audience’s attention and send the right signals.

### **Preparation Tips**

At this stage, try to write down your presentation in the form of a paragraph. Read it again, but do not memorise. Then try to speak without looking at it. Practising in front of a mirror helps. You shall be able to judge your own expressions better.

Best wishes,

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