**PRACTICAL-2**

**Public speaking and Oral skills:**

Public speaking and oral skills refer to the ability to effectively communicate information, ideas, or messages to an audience using spoken language. These skills are essential in various aspects of life, including education, business, politics, and social interactions.

**Key Points to keep in mind:**

Effective Communication: Public speaking and oral skills involve clear and concise communication. This includes organizing thoughts logically and expressing ideas in a coherent and understandable manner. Effective communication also involves using appropriate language, tone, and style for the audience and context.

Audience Awareness: Skilled speakers are attuned to their audience's needs, interests, and expectations. They tailor their message to the audience's level of knowledge and background, making it relatable and engaging for them.

Confidence: Confidence is a key component of public speaking and oral skills. Confidence not only helps the speaker deliver their message with authority but also reassures the audience that the speaker knows the subject matter.

Body Language: Effective speakers use non-verbal cues, such as gestures, facial expressions, posture, and eye contact, to enhance their message and connect with the audience. Positive body language can convey sincerity, enthusiasm, and engagement.

Voice Modulation: The way a speaker uses their voice can significantly impact their message. This includes varying pitch, tone, and volume to convey emotions and emphasize key points. Good vocal modulation keeps the audience engaged and interested.

Clarity and Pronunciation: Speaking clearly and enunciating words properly is crucial for ensuring that the audience can understand the message. Proper pronunciation and articulation prevent miscommunication.

Organization: Effective speakers organize their content in a logical and structured manner. This typically involves an introduction, body, and conclusion, with a clear flow of ideas and transitions between sections.

Use of Visual Aids: In some cases, speakers may use visual aids, such as slides or props, to enhance their presentations. Effective use of these aids can make complex information more accessible and engaging.

Listening Skills: Effective communication is not only about speaking but also about listening. Skilled speakers actively listen to questions and feedback from the audience and respond appropriately.

Adaptability: Skilled speakers can adapt their communication style to different situations and audiences. They can adjust their approach based on the context, whether it's a formal presentation, a casual conversation, a debate, or a persuasive speech.

Public speaking and oral skills are essential for effective communication in various situations.

Few examples of situations where these skills are important:

1. Business Presentations: Delivering presentations to colleagues, clients, or stakeholders to convey information, persuade, or inform about business-related topics.
2. Academic Presentations: Presenting research findings or projects to professors, classmates, or at conferences and seminars.
3. Public Lectures: Giving talks or lectures in academic or public settings to educate, inspire, or inform a broad audience.
4. TED Talks: Presenting ideas, stories, or concepts in a compelling and engaging manner on the TED stage or similar platforms.
5. Job Interviews: Articulating your qualifications, experiences, and why you're the right fit for a job role during an interview.
6. Debates: Engaging in structured debates where you must articulate and defend your position while countering opposing arguments.
7. Radio or Podcast Hosting: Hosting radio shows or podcasts, where your voice and communication skills are critical for engaging listeners.
8. Voice Acting: Using your voice to convey emotions and character in animation, video games, or audiobooks.
9. Customer Service Calls: Effectively communicating with customers over the phone, resolving issues, and providing information.
10. Political Speeches: Delivering speeches as a politician to convey your platform, vision, or to address current issues.
11. Teaching and Training: Instructing or training others in various subjects, where clear communication is crucial for understanding.
12. Storytelling: Narrating stories or anecdotes to entertain, educate, or engage an audience.
13. Media Interviews: Being interviewed on television, radio, or podcasts, where you need to communicate effectively and stay on message.
14. Community Meetings: Participating in local community meetings, town halls, or neighbourhood gatherings where you may need to voice concerns or ideas.
15. Sales and Marketing: Pitching products or services to potential customers, requiring persuasive and compelling communication.