



INSTRUCTION DIVISION
Second Semester 2015-2016
Course Handout Part II

Date: 05/01/2016

In addition to part-I (General Handout for all courses appended to the Time Table) this portion gives further specific details regarding the course.

Course No. : ENGL C353
Course Title : *Effective Public Speaking*
Instructor-in-charge : PUSHP LATA

1. Scope and Objective of the Course

The main objective of the course is to improve the student's spoken English and enable him to acquire the art of public speaking. The course is heavily practice oriented and has been designed to develop the skills of speech through presenting papers, giving seminars, participating in group discussions and appearing at interviews, etc.

2. Textbook

Pushp Lata and Sanjay Kumar, *Communicate or Collapse: A Handbook of Effective Public Speaking, Group Discussion and Interviews*, New Delhi: Prentice Hall of India, 2007.

3. Reference Books

- (i) Pushp Lata and Sanjay Kumar, *Communicate to Conquer: A Handbook of Group Discussion and Interviews*, New Delhi: Prentice Hall of India, 2010.
- (ii) Stephen E. Lucas, *The Art of Public Speaking*, Third Edition, Singapore: McGraw-Hill, 1989.
- (iii) Sonya Hamlin, *How to Talk so People Listen*, New York: Throson, 1993.
- (iv) Jeff Davidson, *The Complete Guide to Public Speaking*, Manjul Books PVT. Bhopal, 2006
- (v) Turk, Cristopher, *Effective Speaking*, Second Indian Reprint, Taylor and Francis Group, Delhi, 2010





3. Course Plan

Topic	Lecture	Practical	Ref. To Chapter No.
1. Public Speaking: an Overview	1		1
2. Combating Nervousness	1		2
3. Listening Effectively	1	(lang lab)	3
4. Using Body and Voice to Communicate	1	(lang lab)	4
5. Preparing and Organizing the Material	1		5
6. Sizing Up Your Audience	1		6
7. Preparing an Outline	1		7
8. Using Visual Aids	1		(Reading ass) 8
9. Employing Supporting Material	1		(Reading ass) 9
10. Casting Effective Introductions and Conclusions	3		10
11. Using wit and Humour	1		(Reading ass) 14
12. Persuading without Pushing	1		(Reading ass) 13
13. Speeches for Analysis and Discussion	1		(Reading ass) 15
14. Practice in	15		
(i) Giving Paper Presentation			12
(ii) Participating in Group Discussion			17
(iii) Participating in Interviews			16
(iv) Speaking Extemporaneously and Impromptu			12,13
15. Speeches for Special Occasions	15		11
(v) Welcome Speech			
(vi) Introduction Speech			
(vii) Felicitation Speech			
(viii) Farewell Speech			
(ix) Vote of Thanks			
(x) Commemorative speech			
(xi) Keynote address			

4. Evaluation Scheme

EC. No.	Evaluation Component	Duration	Weightage	Date & Time	Remarks
1.	Mid Semester Test	90 min	30%	17/3 9:00 - 10:30 AM	OB
3.	Class Assignments (8X5) (Presentation and Participation)		40%		CB
4.	Comp. Exam	2 hrs	30%	10/5 FN	CB/OB

5. **Chamber Consultation Hour:** To be announced in the class.

6. **Notice:** Notice concerning this course will be displayed on the Language Department Notice Board.





BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, Pilani
Pilani Campus

Instructor-in-charge
ENGL C353



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