Suppose you are the faculty member of the Department of CSE in ABC University. A workshop on public speaking and presentation was held on January 2nd , 2021 at 2.00 PM in the auditorium of ABC University. Mr. Kevin Smith, a professor of XYZ University in China as well as a renowned public speaker, had discussed about the problems faced by speakers while public speaking and what strategies should be followed to overcome the problems and improve public speaking and presentation skill . Now, write a report on this workshop.

ABC University

A2 Downing Street, Uttara, Dhaka-1230

January 26, 2021

Report of Workshop on Public Speaking at the Dept. of CSE

On 25th january, 2021 a workshop on public speaking and presentation was held in the auditorium of ABC University. The following is the report of the overall event of that day:

The workshop was pretty houseful as almost all the students of the dept. of CSE attended the workshop. The main reason for this huge attendance was the participation of Mr. Kevin Smith, a professor of XYZ University in China who is also a renowned public speaker. He conducted the workshop as a resource person. In the workshop Mr. Smith discussed about the problem faced by speakers while public speaking and what strategies can be followed to overcome the problems and improve public speaking and presentation skills. As these skills are very important it was a great attraction to the students. The General Secretary of Bangladesh, Mr. Obaidul Quader was the special guest in the workshop. He also gave a short motivating speech to the students at the very beginning of the program. The program was almost perfect except a few setbacks. The participation of the students was more than expected for that there was a little problem with having sits for everyone. Also, in the Q/A session many students were unable to take notes as Mr. Smith was fluent enough to speak faster than the students can understand. But, the snacks throughout the session was perfect and faculty members did pretty well in keeping all the students behave and maintain peaceful atmosphere.

At the center of the workshop we created a survey with some important questions and many students participated in the survey. We have taken the opinion of 70-80 students from them. According to the survey, the following points we have found:

1. Students were greatly amused as Mr. Smith discussed all the problems faced by speakers while public speaking and what strategies can be followed to overcome the problems and enhance their skills of public speaking.

2. The refreshers provided to the students were very good and students enjoyed that a lot.

3. Some students failed to understand what Mr. Smith was speaking about as Mr. Smith was going too fast and was too fluent for them to understand each words.

4. Also some students complained that the sound system in the back was switched off during the workshop for some technical issues which ruined their excitement for this workshop.

The workshop was good but I would some suggest:

1. Next time they should make sure there are more sitting for all the students to be comfortable.

2. Also they can make sure the whole program is recorded next time so that anyone missing any important part can go through it over and over again.

If you kindly arrange a meeting with all the faculty members of our department, we can discuss about arranging more workshops or seminars in the upcoming days.