

Public Speaking

Semester 4 – Professional Grooming and Personality Development
(303193252)

Learning Objectives

By the end of this session, students will be able to:

- Understand the purpose and process of public speaking
- Explore different speech patterns and delivery methods
- Learn the art of persuasion and effective communication
- Develop confidence and stage presence during speeches
- Improve clarity, tone, and body language while speaking

Topics to be covered:

- Introduction
- Importance of Public Speaking
- Understanding Speech Patterns
- Elements of Public Speaking
- The Art of Persuasion
- Structuring your Speeches
- Tips
- Tools & Aids
- Common Mistakes to Avoid
- Activity
- Example Speech Topics

WHAT IS PUBLIC SPEAKING?

- It is the process of **delivering a speech or presentation to a live audience** in a structured and deliberate manner.
- It aims to **inform, influence, entertain, or inspire** listeners.
- From classrooms to conferences, public speaking helps individuals **share ideas, express opinions, and connect with others**.

Importance of Public Speaking:

- Builds **confidence**
- Improves **communication skills**
- Boosts **Leadership** qualities
- Promotes **critical thinking**
- Creates **influence**
- Enhances **career growth**

Understanding Speech Patterns:

In public speaking, speech patterns play a crucial role in organizing ideas to deliver a message that is clear, logical, and engaging.

- Chronological (Arranges points in **time order**)
- Problem-Solution (Presents a **problem** followed by **solutions**)
- Cause-Effect (Explains **why** something happens and its **results**)
- Topical (Divides the idea into **subtopics or categories**)

Elements of Public Speaking:

- **Content:** What you say
- **Delivery:** How you say it (voice, gestures, posture)
- **Audience:** Understanding and connecting with listeners
- **Visuals & Aids:** Enhancing comprehension

“A well-structured speech is half delivered.”

The Art of Persuasion:

Turning words into influence

- **Ethos** (credibility) – Eg: As a teacher with 10 years of experience, I've seen how confidence transforms students.
- **Pathos** (emotion) – Eg: Imagine a world where every child has access to education.
- **Logos** (logic) – Eg: Studies show that students who read daily improve vocabulary by 30%.

Structuring Your Speech:

- **Introduction:** Grab attention with an opening hook
- State your purpose
- **Body:** Main argument use *ethos, pathos, logos*
- **Conclusion:** Summarize and leave a lasting impression

Tips to make Speeches Effective:

- Know your audience
- Structure your content well
- Use storytelling
- Use simple and clear language
- Engage the audience
- Use appropriate body language
- Manage nerves

Tips to Overcome Fear & Nervousness:

- Prepare thoroughly
- Practice and rehearse well
- Focus on message, not yourself
- Use deep breathing and positive visualization

Tips for Effective Body Language:

- Maintain eye contact
- Use purposeful gestures
- Stand confidently
- Avoid distracting movements

Tips for Vocal Techniques:

- Vary pitch and tone
- Control pace and volume
- Use pauses effectively
- Pronounce words clearly

Tips for Engaging the Audience:

- Ask questions
- Use anecdotes and stories
- Incorporate humor carefully
- Observe audience reactions

Tips for Practice:

- Record and review your speech
- Practice in front of mirror and friends
- Join public speaking clubs like Toastmasters
- Seek constructive feedback

Tools & Aids:

- PowerPoint / Canva slides
- Videos and visuals
- Props or handouts
- Microphones and teleprompters

Common Mistakes to Avoid:

- Overloading information
- Speaking too fast or too soft
- Ignoring audience feedback
- Reading speech word-for-word

Activity:

Persuasive Speech Challenge!

- **Instructions:** Groups create 2-minute speech to sell a product/idea

Activity:

Impromptu Speaking Circle!

- Instructions: Each student gets a random topic from the list of prepared topics and speaks for a minute.

Example Speech Topics

- My Journey to Success
- Reducing Plastic Waste in Cities
- Benefits of Yoga
- My Dream Job
- Convincing People to Recycle
- Why Reading Books Improves Life
- Importance of Time Management
- How Social Media Impacts Students
- History of the Internet

Example Speech Topics

- Adopting a Pet Saves Lives
- Farewell Speech for a Friend
- Overcoming Failure
- Climate Change Awareness
- How to Bake a Cake
- Promote a New School App
- Convince Audience to Join a Gym
- A World Without Internet

Example Speech Topics

- The Most Inspiring Person in My Life
- Benefits of Meditation
- Importance of Financial Literacy
- How to Stay Motivated in College
- The Role of Technology in Education

Conclusion

- Public speaking is key for professional growth
- Enhances confidence, persuasion, and leadership
- Continuous practice leads to mastery

Video link

- **Public Speaking Skills:** <https://www.youtube.com/watch?v=1nYFpuc2Umk>
- **10 Tips for Confident Public Speaking:**
https://www.youtube.com/watch?v=5TbXqZ_b1r0
- **Public Speaking for Beginners:**
<https://www.youtube.com/watch?v=OvYwJrL4jKA>
- **How to Improve Public Speaking:**
<https://www.youtube.com/watch?v=HAnw168huqA>

References

- Carnegie, D. *The Art of Public Speaking*
- Toastmasters International Resources
- TEDx Talks on Effective Communication
- Raman & Singh, *Business Communication*
- Freepik / Pexels for images

Learning Outcomes

- Demonstrate confidence in addressing an audience
- Choose suitable speech patterns and delivery methods
- Employ persuasive communication in professional settings
- Construct and present impactful speeches for different purposes
- Self-assess and refine presentation techniques

Thank You