

BCSL Assignment 3

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Class: SE-3

Batch: H3

Title: Public Speech

Problem Definition:

To write full text of speech & deliver the same

Types of Speeches:

Definition: “A structured , prepared & speech – based means of communicating information, ideas, or arguments to a group of interested people in order to inform or persuade them”

Types of Oral Presentations:

- The impromptu speech
- The memorized speech
- The manuscript speech
- The extemporaneous speech Delivering

Different types of speech:

- Welcome / Introductory Speech
- Vote of Thanks Speeches
- Farewell Speeches

Do's:

1. Do stand still, but not rigid, you don't want to look like a statue.
2. Do make use of natural gestures to emphasis a point.
3. Do make eye contact with the audience - don't stare though, that's just weird.
4. Do be relaxed, but attentive, you aren't chatting with pals.
5. Use language that is appropriate for the audience, there's a difference between speaking to five-year-old and twenty-five-year-old.

6. Stand up straight, slouching or leaning against a podium makes your audience uninterested.
7. Pause for effect, I know it sounds corny, but it does work. The audience needs time to digest the information.
8. Breathe, just breathe, don't let your nerves get the best of you.
9. Have confidence, if you believe in what you are saying, so will the audience. 10. Practice, practice, and practice some more.

Dont's:

1. Don't scratch fidget or pace.
2. Don't stare at the ceiling, door, or floor.
3. Don't mumble, speak clearly, and pronounce the words crisply.
4. Don't speak too fast or too slow.
5. Don't rock, kick or bounce.
6. Don't "lecture" or "scold" the audience.
7. Don't read the speech rather memorise it and make small notes.
8. Don't be too casual with a formal audience or too formal with a casual audience.
9. Don't ever give a speech unprepared. Especially if it's at a formal event. 10. Last but on least, if you must give a speech of five minutes, give a speech of five minutes not ten. Making it too long might bore your audience.

Conclusion:

This assignment helped me understand the importance of a effective speech! Also helped me in boosting my confidence for giving speeches! It helps to be a better public speaker in general!