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MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY

HUM 103

Oral Communication Skills

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Public Speaking

continued...

Till now we have covered:

- Introduction to Public speaking
- Benefits of good public speaking skills
- Types of public speaking

1) Persuasive

2) Cerimonial

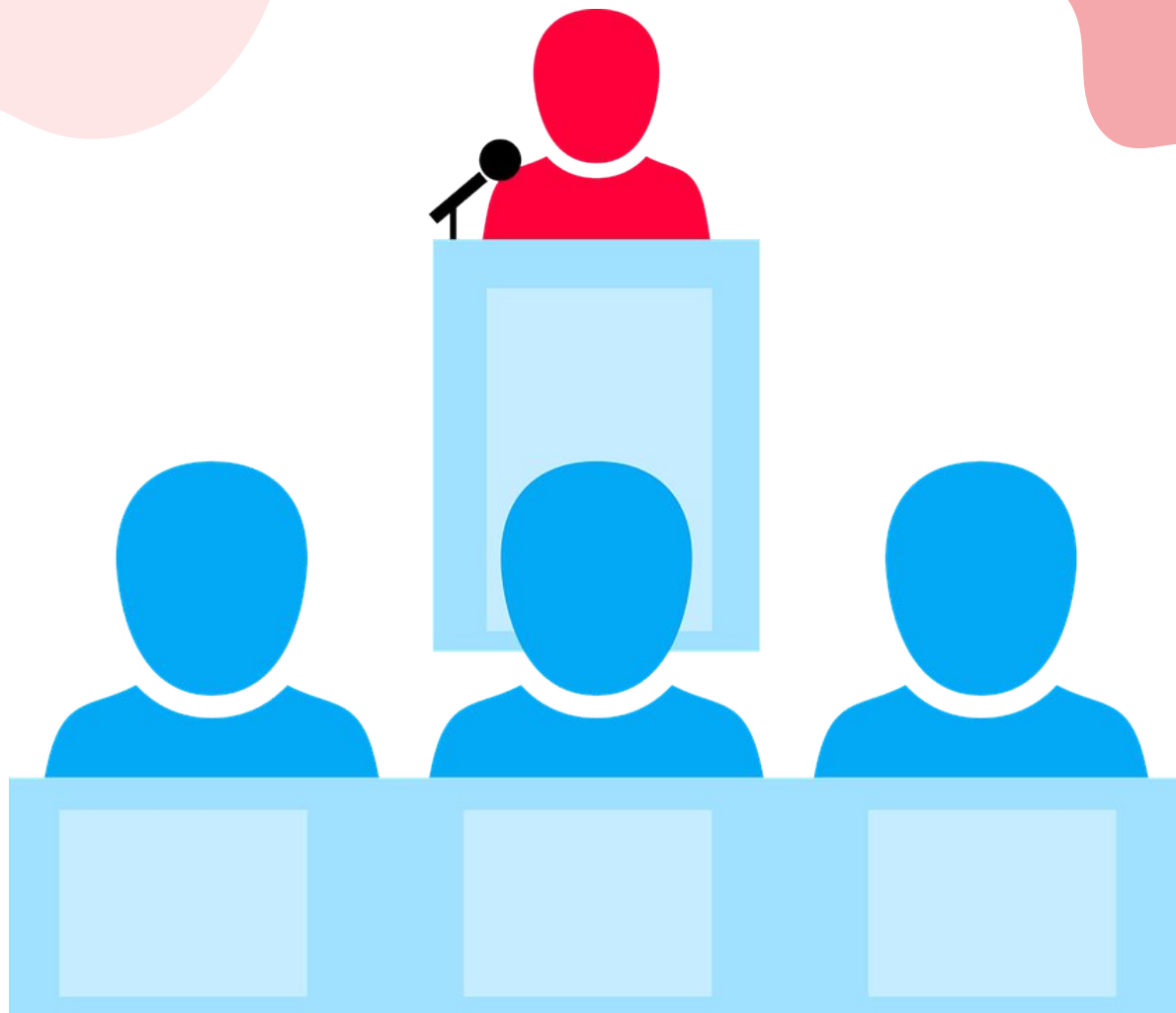
3) Demonstrative

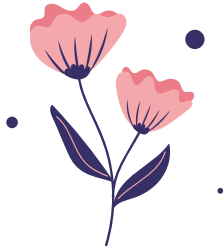
4) Informative



How to become better at Public Speaking?







**1) Write an
Effective Speech**

**3)Practicing
Speech**



**2)Overcoming
Fear
of Speech**

**4)Giving the
Speech**

1 Write an Effective Speech

- ★ **Work on a well organised and engaging speech.**
- ★ **Work in break for your audience ‘**





2 Overcoming Fear of Speech

- ★ Make good use of tools and templates
- ★ Get to know your audience members before speaking
- ★ Be fair to yourself
- ★ Use a power pose
- ★ Use positive self talk



Finally, I
overcame my
fear of Speaking



3 Practice the Speech

★ Even if you are not afraid of public speaking, practicing your speech is still an important step.

★ Get enough sleep the night before



4 Give the Speech

- ★ Now that you've written a good speech, feel more confident about public speaking.
- ★ Having had practised enough you're ready to give the speech.





Public Speaking

Examples!!





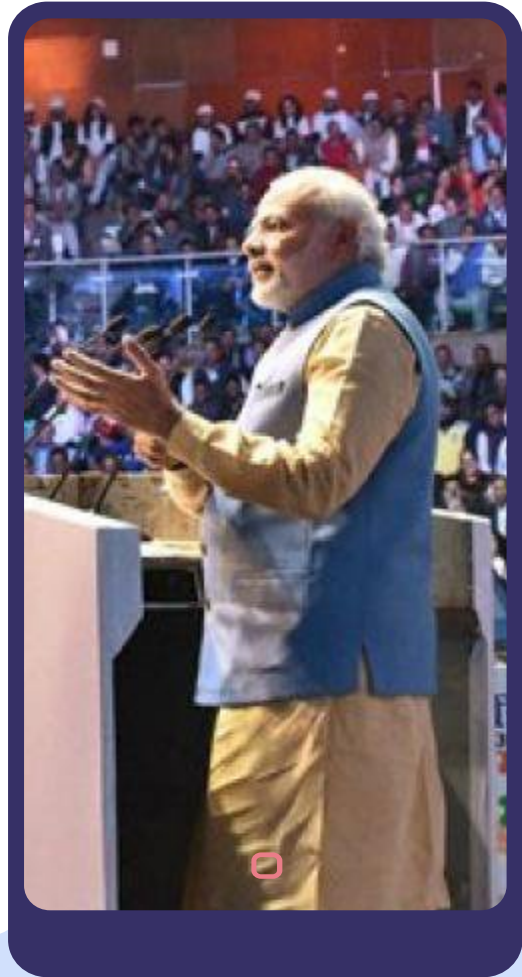
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TALKS!
!



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Hon'able Prime Minister Narendra Damodar Das Modi



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Common Mistakes : Their Solution



1 Nervousness : Prepare and Practice

- ★ Do not associate physiological reactions like pounding hearts with the sense that will make you perform poorly.
- ★ The best way to overcome anxiety is to prepare and



2 Audience : Know your Audience.

★ Before you begin to craft your message, consider who the message is intended for.

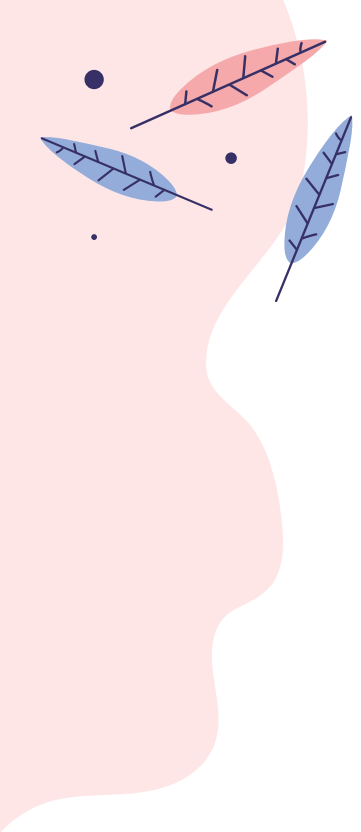
★ Learn as much about your listeners as you can



Ineffective Organisation :

3 Ensure Effective Organisation

- ★ We are not able to organise material in an effective way which leads in lack of interest in public.
- ★ Write down the topic, general purpose and main





4 Ignoring Feedbacks : Welcome Feedbacks

- ★ We deliver our speech and the feedback from our audience most of the time slips away.
- ★ Gauge the reactions, adjust your message, and stay

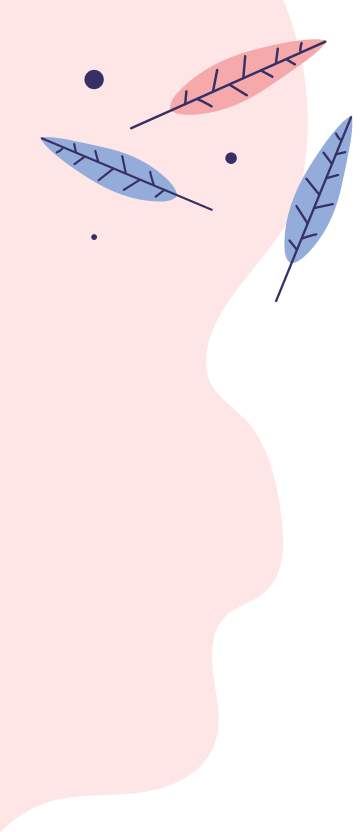


Neglecting your 5 Personality :

Be You

★ We often forget about ourselves and our personality and in the process we fail to deliver our speech in our own way.

★ Be yourself. don't become a



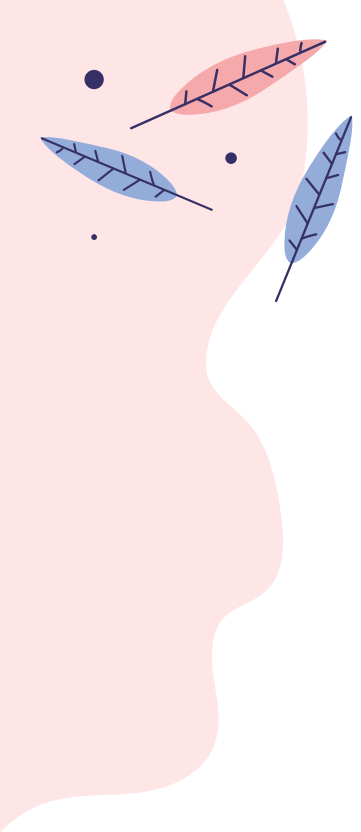
6 Disinterested Audience : Use Jokes and Stories

- ★ We often forget about the interest of our audience.
- ★ Insert something funny, and you will certainly grab your audience attention.



7 Just Reading the Speech : Don't read unless necessary

- ★ Reading from a script or slide fractures the interpersonal connection.
- ★ This can be overcome by maintaining proper eye contact with the audience.



Nervous Gestures :

8 Effective use of Voice and Hands

★ **Gesture of nervousness often show we lack confidence.**

★ **Non-verbal communication carries most of the message.**



Missing out the initial

9 Attention : Catch Attention at the Beginning

★ Most of the people start by introducing themselves in a very normal way which makes audience loose their interest.

★ Use a startling statistic an



unnecessary

10 Audiovisual Aids : Use Audiovisual aids wisely

- ★ Too many audiovisual aids can break the connection with audience
- ★ They should enhance or clarify your content, or capture and maintain your





Conclusion..



Reading Comprehension

Hi! let's
read and
Learn!!



Five Essential Skills

01

Decodin
g

02

Fluency

03

Vocabula
ry

04

Memory

05

Reasoning and
Background Knowledge

1 Decoding

★ Decoding is a vital step in the reading process. Students use this skill to sound out words they have heard before.

★ Decoding also relies on





2 Fluency

- ★ Fluency speeds up the rate at which we can read and understand text.
- ★ Fluent readers read smoothly at a good pace.
- ★ The main way to help build





3 Vocabulary

- ★ **Having a strong vocabulary a key component of reading comprehension. Students can learn vocabulary through instruction.**
- ★ **Reading together every day also helps improve vocabulary.**





4 Working Memory and attention

★ These two skills are both part of group of abilities known as executive function.

★ To help increase your attention, look for reading material that's interesting or



Reasoning and 5 Background Knowledge

- ★ It's important to have background or prior knowledge about the world before you read.
- ★ Expose yourself to as much as possible, and talk about what you've learned from experiences





Advantages



Improves your 1 Focus and Concentration

★ Reading books is one of those constructive habits that actually helps us improve our concentration power.

★ It helps us to train our brain





Improves Vocabulary

2 language command and Communication Skills

★ **Reading books is one of the best ways to improve our vocabulary. You rarely get stuck for lack of words.**

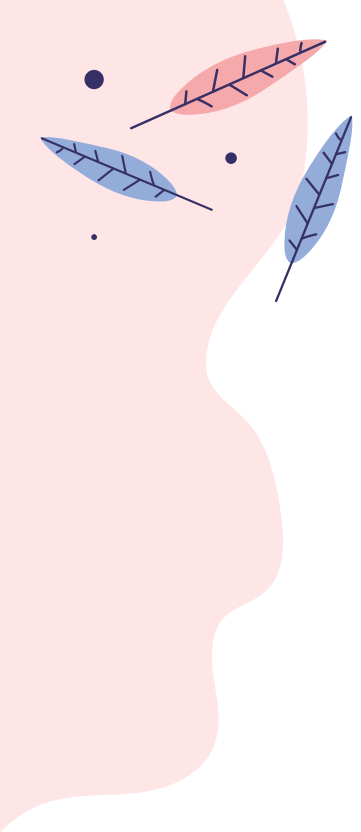
★ **Once, you have richer vocabulary, your communication skills automatically become**



Enhances critical and

3 Analytical Thinking

- ★ Reading opens up many different perspectives for your brain to comprehend.
- ★ Reading sharpens our mind and enhances our critical and analytical thinking.






4 Broadens your Imagination

★ Reading makes you imagine things beyond possibility - things that would not come to our mind normally.

★ Reading also give you the opportunity to have your own imaginations into play.





**“It was a bright cold day
on April, and the clocks
were striking thirteen”**

- George Orwell

Standard Striking Clock strikes a maximum twelve times and we rarely have a day both bright and cold simultaneously. However, George Orwell Tries to paint the gloomy yet hopeful condition of life by some imaginative.



5 Makes you a better person

- ★ One of the most significant importance of reading is that it helps you grow as a person.
- ★ Your increased knowledge can also be useful for other people who may look up to you for advice and suggestion.





Common Mistakes and their Solutions



1 Vocalization or lip Movement

- ★ **Vocalization means movement of mouth while reading silently.**
- ★ **It slows the reader down and takes away from comprehension of what is read.**
- ★ **Occurs mainly because of too much oral reading or faulty silent reading**



Rectification

- ★ **Set standards for silent reading before starting to read**
- ★ **To avoid lip movement the reader can put their index fingers on their lips**



2 Ignoring Keywords

- ★ Readers are too hast in reading so they quickly glance over the reading material and missed some details
- ★ It often occur when material is too difficult or seemed uninteresting.



Rectification

- ★ While Reading try to put a highlight on Keywords
- ★ And the words which require close attention



3 Poor Phrasing

- ★ **Phrasing means selection of exact words to express the exact idea.**
- ★ **Many readers are unable to break up sentences.**
- ★ **It leads to poor grammatical skills or the inability to recognise the thought units.**



Rectification

- ★ Pay close attention to the material in content.
- ★ Study the material before reading silently.



4 Poor Judgement

- ★ Many readers have problem in informing judgements.
- ★ Asking lower order questions will show inability to make judgments.



Rectification

Asking more higher order questions to self. This encourages the reader to think critically.



5 Mispronunciation

- ★ Words are mispronounced when read aloud.
- ★ It may be because the material is difficult or it may be the case of carelessness.



Rectification

- ★ Look for unfamiliar words and learn their correct pronunciation.
- ★ Work on your general vocabulary.



6 Confusing Similar Words

- ★ Readers may fail to recognize words that differ in spelling.
- ★ Due to speed of reading, less attention is paid to meaning.
- ★ After reaching the end of the text they quickly go back to make sense



Rectification

- ★ Readers should put lot of attention on interpretations of what was read
- ★ This will help to improve their homophones





Conclusion..





- ★ <https://business.tutsplus.com/tutorials/what-is-public-speaking--cms-3125>
- ★ <https://www.understood.org/en/learning-thinking-differences/reading-issues/6-essential-skills-needed-for-reading-comprehension>

Thank
you