

Course Name: Functional English

Course Code : HUM 1103

**Department of Port and
Shipping Management**

7th Batch



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MOHAMMAD HASAN

(Definition, Objective, Elements)

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RAYIK TAJWAR BARI

(Requirements, Recommendations,
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(Rules of Public Speaking)

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(Conclusion)

**Topic : Public
Speaking**

Definition of Public Speaking

- Public speaking is the act of delivering a speech or presentation to a live audience in a structured and deliberate manner.
- It involves speaking clearly, confidently, and effectively to communicate ideas, information, or opinions.
- It can occur in classrooms, meetings, conferences, or on a stage.

Objectives of Public Speaking

- **1. To Inform** – Educate or share information with the audience
- **2. To Persuade** – Influence beliefs or motivate action
- **3. To Entertain** – Provide enjoyment through stories or humor
- **4. To Inspire** – Encourage or uplift the audience emotionally

❑ Elements of Public Speaking

1. Content

- The core message of your speech
- Should be clear, relevant, and organized
- Use facts, examples, and a logical structure

2. Delivery

- How you present your message
- Speak clearly with confidence and energy
- Use proper tone, pace, and pronunciation

3. Body Language

- Non-verbal communication matters
- Maintain eye contact and use gestures
- Stand tall and avoid nervous movements

4. Voice Control

- Use strong, clear voice
- Vary tone and pace to stay engaging
- Use pauses for emphasis

5. Audience Awareness

- Know who you're speaking to
- Match your tone, examples, and language to the audience
- Watch their reactions and adjust if needed

☐ Things required for public speaking

Knowledge

Learn before you speak

Logic

Answer unfamiliar questions with reasoning

Confidence

Never think you cannot do

❑ Things recommended for public speaking

Making jokes

Laughing does not mean mocking

This will make your topic interesting

Do it when people get bored

Giving examples

Official example

Your experience

Imaginary example

Interaction with listeners

Directly questioning

Using names in examples

Calling to stage for demo

❑ **Things to avoid during public speaking**

Irrelevant speech

Don't say something unrelated to topic

Follow a chain of related topics instead

Illogical claims

Don't speak with random guess

Say something supported by logic

If you don't know something, admit it

Signs of fear

Trembling hands

Looking back

Weak voice

❑ **Format of speech**

Opening

Greetings -> Assalamu Alaikum

Intro -> Your name and title

Interaction -> General questions

Introduction to topic

What do you know about it?

Can anyone explain more?

Alright, I tell you now ...

Main topic

Definition

General understandings

Dive deeper

Related subtopics

Advance through chains

Short descriptions

Giving examples

Return to original topic

Explaining the importance

Giving examples

Showing practical demo

Closing

Conclusion speech -> So we understood ...

Give best wishes -> I hope you all ...

Greetings -> Assalamu Alaikum

❑ **Rules of Public Speaking**

1. Know your audience
2. Have A clear purpose
3. Organize your speech effectively
4. Practice
5. Master your body language

6. Control your voice and pace
7. Engage your audience
8. Use visual aids effectively
9. Manage nervousness
10. End strong

❑ The Foundation of Confidence

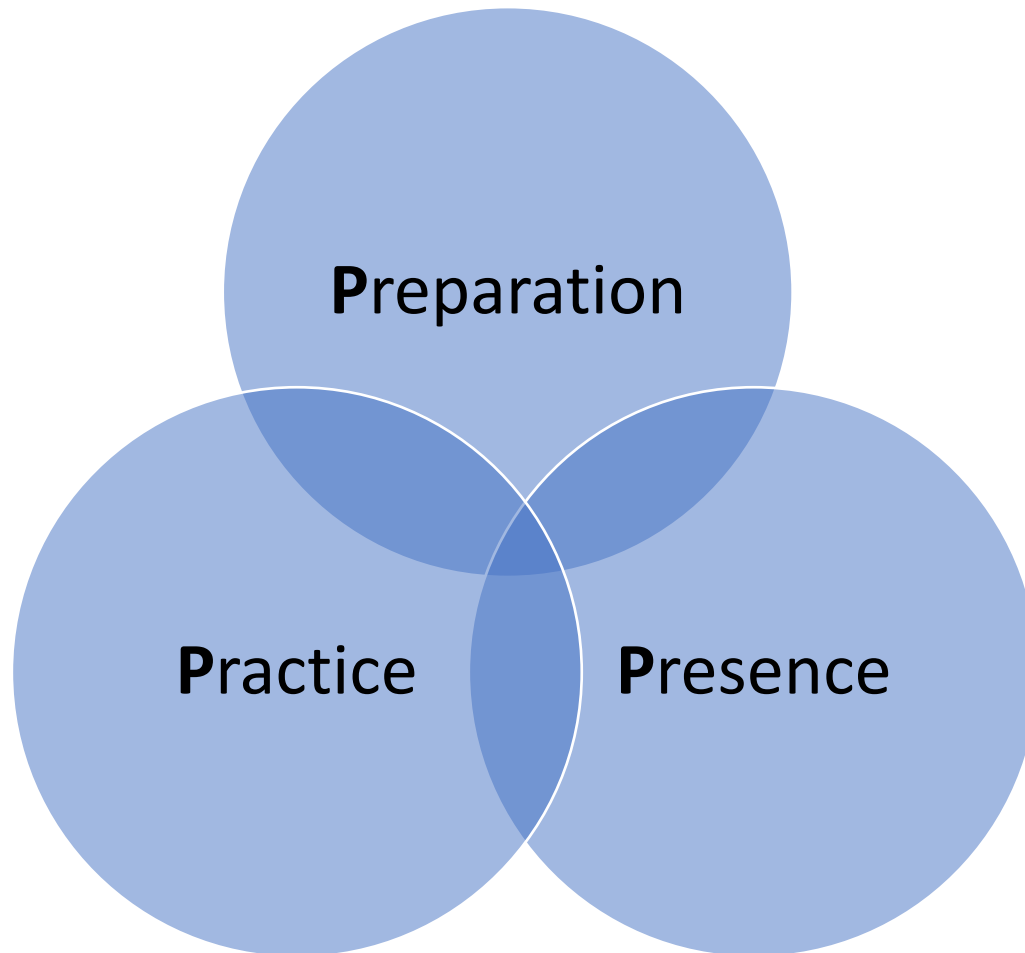
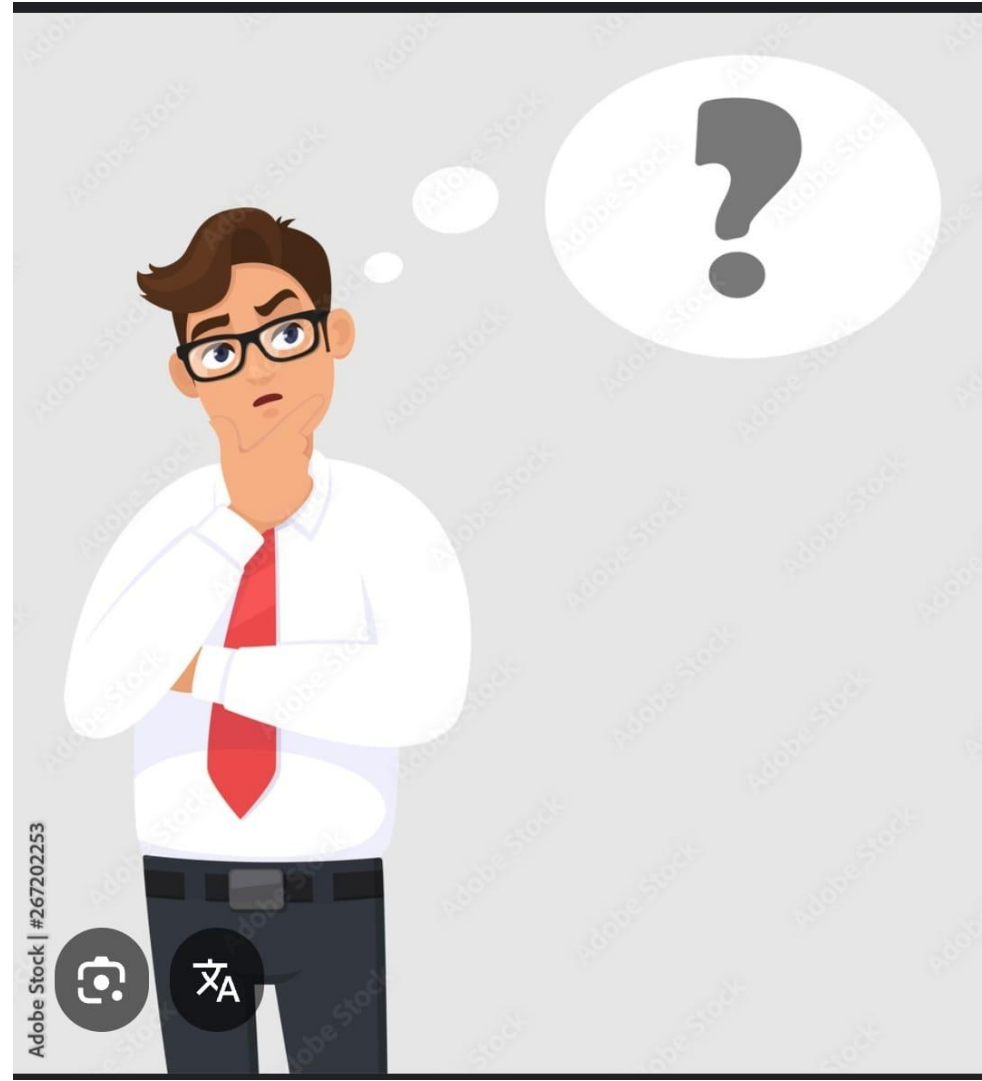


Figure: The 3 **P**'s

- ❑ **It's Okay To Stumble**
- ❑ **Overcoming Mistakes**



□ Q&A



THANK YOU