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**SECOND SEMESTER 2020-21**  
**COURSE HANDOUT**

**Date: 18.01.2021**

In addition to part I (General Handout for all courses appended to the Time table) this portion gives further specific details regarding the course.

**Course No** : GS F245  
**Course Title** : *Effective Public Speaking*  
**Instructor-in-Charge** : PUSHP LATA  
**Instructor(s)** :  
**Tutorial/Practical Instructors:**

**1. Course Description:**

Goals of Public Speaking, differences and similarities between Public Speaking and General Purpose Speaking, Role of Critical Thinking in Successful Public Speaking, Speaker's Credibility; Different phases of Nervousness, dealing with Nervousness; Non- Verbal Communication, Using Body and Voice to communicate, paralinguistic features; Parliamentary Debates; Speech Writing and delivering- Effective Introductions and Conclusions; Speeches for Special Occasions; Team Presentations; Group Discussion and Job Interviews

**2. Scope and Objective of the Course:**

The main objective of the course is to introduce the concepts related to the art of public speaking. The students will learn to manage their public speaking anxiety and become more confident for performing speaking tasks. They will be able to construct their arguments and deliver speeches and make presentations that incorporate the appropriate use of content, organization, language, paralinguistic, kinesics, and visual aids. The course will also train them for effective participation in group discussion and parliamentary debates.

**Classroom methodology**

The classroom methodology includes lectures, group and pair work as well as practical activities. This course is heavily practice oriented and has been designed to develop the skills of speech through JAMs, extempore, parliamentary debates, group discussions and interviews, etc. Video clipping will be used for illustrations and as models.

**Preparation & Participation**

Students are expected to participate to the best of their abilities. This includes contributing comments in full class discussions, being active in small group discussions and improves, asking questions and thoughtfully evaluating other students' speeches in peer review.

**3. Text Books:**

Pushp Lata and Sanjay Kumar, *Communicate or Collapse: A Handbook of Effective Public Speaking, Group Discussion and Interviews*, New Delhi: Prentice Hall of India, 2007.

**4. Reference Books:**

- (i) Stephen E. Lucas, *The Art of Public Speaking*, Tenth Edition, Singapore: McGraw-Hill, 2010.
- (ii) Cristopher Turk, *Effective Speaking*, Second Indian Reprint, Taylor and Francis Group, Delhi, 2010



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- (iii) Andrii Sedniev, Magic of Public Speaking: A Complete System to Become a World Class Speaker, Asia-Pacific Holdings Private Limited, 2012
- (iv) Chris Anderson, TED Talks: The Official TED Guide to Public Speaking, Nicholas Brealey Publishing, London, 2016
- (v) Jeff Davidson, The Complete Guide to Public Speaking, Manjul Books PVT. Bhopal, 2006

## **Overall Learning Outcomes of the Course**

### **Knowledge and Understanding**

Having successfully completed the module, students should be able to demonstrate knowledge and understanding of:

- Basic components of Public Speaking
- Reasons and symptoms of Stage fright and the ways to combat it
- Steps of preparing outlines and organizing speeches
- The different modes of deliveries and connective devices
- Drafting different of speeches

### **Application of Knowledge and skills**

Having successfully completed the module, students should be able to:

- Plan, prepare and deliver different types of speeches, JAMs and Presentations
- Capture and maintain the audience's attention
- Participate constructively and meaningfully in Group discussions and Parliamentary debates
- Have a win- win situation in Job Interviews

### **Communication Skills and Analytic Techniques**

Having successfully completed the module, students should be able to:

- Effective Listening
- Speak confidently
- Oratory Skills
- Use of Body Language
- Effective use of Vocalics
- Constructing Logics for their stand and counter arguing wherever required

### **General transferable skills**

Having successfully completed the module, students should be able to:

- Maintain good personal and professional relationships
- Critically assess their own speaking, and that of others.
- Develop good argumentative skills

## **5. Course Plan:**

Module No.	Lecture Session	Reference Chap/Sec.	Learning Out comes



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1 & 2	Public Speaking: An Overview	1	Understand the Goals of Public Speaking, Know the differences and similarities between Public Speaking and General Purpose Speaking, Recognize the Role of Critical Thinking in Successful Public Speaking, Learn the Tips for Speaker's Credibility
3 & 4	Combating Nervousness	2	Understand the Symptoms of Nervousness, Know the Different phases of Nervousness, Learn the Ways to deal with Nervousness , Breathing techniques
5 - 7	<b>Evaluation ( 4 Marks)</b>	<b>Third Week of January</b>	<b>JAM Mock and Practice- Evaluative component, Feedback</b>
8	Effective Listening	3 (Language Lab)	Understand the Difference between Hearing and Listening, Learn the Different Types of Listening, Understand the SIER Model of Listening, Learn the tips for Effective Listening
9 & 10	Using Body and Voice to Communicate	4	Learn the Importance of Non- Verbal Communication, Know How Dress and Appearance Convey Speaker's Attitude Towards Their Audience, Learn The Appropriate Gesture, Posture, Facial Expressions to Appear more Confident, Relaxed and in Control, Learn to Maintain Right Volume, Pace, and Pitch, Learn the Impact of Correct Pronunciation and Articulation And Proper Voice Modulation
11	Parliamentary Debates	YouTube and references to be given in the class	Proposition strategy (definitions, analysis debates, and case division), Exercises to improve proposition strategy, Rebuttal, Using Points of Information effectively; Mock Parliamentary Debate
12- 14	<b>Evaluation (8 Marks )</b>	<b>Second Week of February</b>	<b>Parliamentary Debate – Evaluative component, Feedback</b>



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15 & 16	Preparing and Organizing the Material	5	Determine the Purpose of Speech, Locating the right material for speech, Identify the right kind of Modes of Delivery; Know the Patterns of Organizing Ideas; Understand the Use of Varied Types of Connective Devices in a Speech;
17	Sizing Up Your Audience	6	Understand the Dynamics of your Audience; Know the existing Patterns of Interaction; Characteristics of Heterogeneous Audience; Learn to deal with complexities such as Ethnocentrism and Sexism
18 - 19	Preparing an Outline	7	Understand the importance of creating an Outline, the process of preparing an Outline and grasp the different ways of generating and organizing ideas; Know the characteristics of effective Outline; Learn to draft a preparation outline, topic outline and Speaking outline
20	Employing Supporting Material	(Reading ass) 9	Use a variety of types of support material: Definitions, Examples, Analogies, Testimony, Statistics/Surveys, Description/ Explanation, Narration
21	Casting Effective Introductions and Conclusions	10	Use the Attention Getters: Tell a Story, Refer to the Occasion, Refer to Recent or Historical Events, Refer to Previous Speeches, Use Startling Statistics, Use an Analogy, Use a Quotation or Ask a Question, Use Humor;  Functions of Conclusions, Composing the Conclusion, Reinforcement of ideas
22-24	Speeches for Special Occasions	11	Inspirational speeches eg. The farewell speeches of Barack Obama and Michelle Obama, Welcome Speech, Introduction Speech, Felicitation Speech, Farewell Speech, Vote of Thanks, Commemorative speech, Eulogies,  Keynote address
	Using wit and Humour	14 (Reading ass)	Know your audience, Safe speech humor, Integrated humor, How to rehearse humor



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25	Mock Speeches		Classroom practice in delivering different types of speeches
26- 30	<b>Speeches for evaluation (10)</b>		<b>Students will prepare their own speeches and deliver in the class.</b>
31	Art of Persuasion	13 (Reading ass)	Secret to being a persuasive speaker, Rhetoric by Aristotle ethos, pathos, and logos
32	Team Presentations		Team Presentations- Dos and Dont's
<b>33 - 39</b>	<b>Evaluation (8 Marks )</b>		<b>Team Presentations – Evaluative component, Feedback</b>
40	Speeches for Analysis and Discussion	15	What is the speaker's goal? What is the primary message being delivered? Why is this person delivering this speech? Was the objective achieved?; Language and Style
39.	Group Discussion	17	Nature and Significance of Group discussion, Points of Evaluation, Method of Participation, Opening, Closing, Group Discussion Tips
<b>40-41</b>	<b>Evaluation (10 Marks )</b>	<b>8+2</b>	<b>Group Discussion– Evaluative component, Feedback</b>
42	Participating in Job Interviews	16	Knowing Employer Perspective, Preparation, First Impressions, Interviewing Strategies: Before the Interview During the Interview After the Interview, Answering Techniques

**6. Evaluation Scheme:**

<b>Component</b>	<b>Duration</b>	<b>Weightage (%)</b>	<b>Date &amp; Time</b>	<b>Nature of component (Close Book/ Open Book)</b>
Mid-Semester Test	90 Min.	30%		CB
Comprehensive Examination	2 hrs	30%	10/5 FN	OB
Class Assignments (8X5) (Presentation and Participation)	Will be announced in the class	40%	Will be announced in the class	CB/OB



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While borrowing ideas and words from others you are expected to acknowledge the sources. In case of plagiarism, for that particular evaluative component you will not get any credit.

**7. Chamber Consultation Hour:** Tuesday 8 th hr

**8. Notices:** HSS Notice board and Nalanda

**9. Make-up Policy:** Make Up- subject to prior permission.

**10. Closed Book Test:** No reference material of any kind will be permitted inside the exam hall.

**Open Book Exam:** Use of any printed / written reference material (books and notebooks) will be permitted inside the examination hall. Loose sheets of paper will not be permitted. No exchange of material will be allowed.

**Instructor-in-charge**  
**Course No. GS F245**