PUNE INSTITUTE OF COMPUTER TECHNOLOGY

Department of Computer Technology

A.Y: 2020-21 Sem-I

Subject- Business and Communication Skills Lab   **Subject Code**-210250
Name- Shubham Chemate   **Roll No** – 21118
Assignment No.:3   **Batch**: E1

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Problem Statement:
To write a full text of speech & deliver the same

Objectives:
1. To understand & use different patterns for structuring speech
2. To recognize & utilize the methods for delivering your speeches according to the requirement
3. To explore ways to make your speeches according to the requirement

Steps:
1. Selection of topic.
2. Research the topic of the speech thoroughly.
3. Analysis and arrangement of ideas logically.
4. Prepare well for your speech
5. Strategically overcome your nervousness
6. Start your speech innovatively using proper body language
7. End you speech on an emphatic note
8. Feedback about the speech considering points

Learning Outcomes:
Students should be able to–
1. Utilize eye contact, body language & voice to their advantage in a speech figure out the nuances of public speaking tasks
2. Learn how to deliver different types of speeches
3. Speak confidently in front of a group of people, during presentations, meetings and job interviews

Introduction & Types of Speech:
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:

1. The impromptu speech
2. The memorized speech
3. The manuscript speech
4. The extemporaneous speech

Types of Public Speaking:
1. Ceremonial
2. Demonstrative
3. Informative
4. Persuasive

Preparing contents:
3 **A**s
1. Analyze your **A**UDIENCE.
2. Define what **A**CTION you want them to take.
3. Arrange your **A**RGUMENT to move them

Choosing an appropriate pattern :
1. Chronological pattern
2. Casual Pattern
3. Spatial Pattern
4. Topical Pattern

Broadly speaking , you can render your speeches interesting & captivating by working on following strategies :
• Make your beginnings catchy
• Use humour & wit
• Use body language appropriately
• Employ proper voice modulation
• Use examples and instances
• End emphatically

Delivering Different types of speech :
1. Welcome / Introductory Speech
2. Vote of Thanks Speeches
3. Farewell Speeches

Conclusion-
This assignment gives the insights of skill of public speaking. According to one survey public speaking is one of the most common fear in the world. The assignment list down the do's and don'ts of public speaking which are very very useful for the success in personal and professional life. It also list down different types of public speeches which is helpful in

preparation for that particular type of speech presentation. I also delivered a small speech on importance of education and learned a lot from my mistakes

My Speech:

Education a ray of hope for Indian society

All of us belong to well-educated families. Our parents are educated and they are providing us with the best education possible. We are also learning in one of the best college in the in the country but if we look deep down in the society there is a difference created the difference between the rich and poor in the society. In our country few have a lot and few have almost nothing. So there is an indirect gap which has been created in our society. Education is an equaliser for this gap.

If you have observed an undeveloped region, there are a lot of chances that the literacy rate of that region is too low. So we may conclude that education puts you at that minimum level from which you can shape your life. History is not only the past, but also it is made in the present.

If want make our history great it is very essential to work on our present.

You noticed that if someone is poor then it is highly possible that they are uneducated and they are struggling with getting a work or they are struggling with what to do next their life. Education comes here. Education teaches us to develop our thinking process. It develops our personality and makes us capable of taking decisions in life, so that we can live a life in better way.

Education provides physical and mental standards by developing a person's personality and level of thinking. Once Dr APJ Abdul Kalam said that education is the most powerful weapon which you can use to change the world. Education promotes the feeling of living a better life as well as being good at physical, mental and social levels. It gives a person the knowledge about how to behave in society. Education is the primary right of every child. Our government has made several schemes on education so that more and more children of the country get educated but before making any schemes it is very important to make awareness about this in children's. If you don't know the importance of the thing you will not do it by heart. So it is very important to spread awareness among the upcoming generation about education in undeveloped areas. Destiny of India is being developed in its classrooms.

Education is learning and at the end I can say that learning gives you creativity, creativity leads to developing your thinking process, thinking provides knowledge and the great person is the one who has the best knowledge and knows how to apply this knowledge.