

## SEC-133: PUBLIC SPEAKING

(Contact Hours: 45, Credits-3)

### Course Objectives:

This paper aims to impart communication skills to students for public speaking and interaction with the general public.

### Learning Outcomes:

The course will enable the students to overcome the fear of public speaking and enhance their confidence to gain practical experience in effective public speaking.

#### Unit I: Public Speaking: Meaning and Significance.

Types of Public Speaking: Media, Corporate and Political.

#### Unit II: Art of Public Speaking: Language, Etiquettes and Communication Skills.

Techniques of Public Speaking: Audience Applause Technique, Practice with a mini-audience, Practice in front of camera, Soft Sell Storytelling Strategy.

#### Unit III: Tools for Public Speaking: Vocal delivery, Body language, Audio Visual aids.

Effective Speaking: Presentation

### Suggested Readings

Davidson, Jeff, *The Complete Guide to Public Speaking*, Breathing Space Institute, 2003

DiSanza, J. R., & Legge, N. J, *Business and professional communication: Plans, processes, and performance* (3rd ed.). Needham Heights, MA: Allyn & Bacon, 2005.

Goleman, Daniel, *Working with Emotional Intelligence*, London: Bantam Books, 1998

Hall, Calvin S, et.al., *Theories of Personality*, New Delhi: Wiley, rpt.2011

Hamilton, C, *Essentials of public speaking* (5th ed.). Belmont, CA: Wadsworth Cengage Learning, 2012

Holtz, Shel, *Corporate Conversations*, New Delhi: PHI.2007

King, Dale, *Effective Communication Skills: The Nine-Keys Guidebook for Developing the Art of Persuasion through Public Speaking, Social Intelligence, Verbal Dexterity, Charisma and Eloquence*, Hamatea Publishing Studio, 2020

Kumar, Sanjay and Pushp Lata, *Communication Skills*, New Delhi: OUP, 2011

- Koch, A. *Speaking with a purpose*. Needham Heights, MA: Allyn & Bacon, 2007.
- Lucas, Stephen E, *The Art of Public Speaking*, McGraw-Hill Book Co. International Edition, 11th Ed., 2014
- O'Hair, D., Rubenstein, H., & Stewart, R, *A pocket guide to public speaking* (2nd ed.). Boston, MA: Bedford/St. Martin's, 2007
- Sharma, Sangeeta and Binod Mishra, *Communication Skills for Engineers and Scientists*, New Delhi: PHI Learning, 2009, 6th Reprint 2015
- Thorpe, Edgar and Showick Thorpe, *Winning at Interviews*, Pearson Education 2004
- Turk, Christopher, *Effective Speaking, South Asia Division*: Taylor & Francis, 1985.
- Zarefsky, David, *Public Speaking: Strategies for Success*, Allyn & Bacon, Incorporated, 1999