Public Speaking

Syllabus



Session 1-2: Introduction to Public Speaking*

- Importance and Benefits of Public Speaking
- Overcoming Fear and Anxiety
- Understanding Audience Analysis
- Structuring Speeches: Introduction, Body, Conclusion
- Crafting Compelling Openings and Closings

Session 3-4: Developing Content and Delivery Skills*

- Effective Use of Visual Aids
- Storytelling Techniques
- Persuasive Speaking Strategies
- Impromptu Speaking Practice
- Conducting Q&A Session

Session 5-6: Refining Techniques and Styles

- Art of Persuasion: Ethos, Pathos, Logos
- Developing Personal Speaking Style
- Practicing Vocal Variety and Projection
- Mastering Body Language and Eye Contact
- ✤ Avoiding Common Pitfalls in Public Speaking

Session 7-8: Advanced Skills and Final Preparations

- ✤ Advanced Vocal Techniques: Emphasis, Pause, Tone
- ✤ Body Language Mastery: Gestures, Posture
- Building Confidence and Reducing Nervousness
- Receiving and Providing Constructive Feedback
- Finalizing Presentation Material and Rehearsing

Session 9-10: Presentation and Reflection

- Delivering Prepared Speeches: Topic Selection
- Peer Evaluation and Self-Assessment
- Delivering Persuasive Presentations: Practical Session
- Group Presentations and Collaboration
- Video Analysis of Presentations

Session 11-12: Application and Mastery

- Adapting Speaking Skills to Different Contexts
- Using Humor and Metaphors Effectively
- Designing Engaging Presentation Slides

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- Handling Difficult Questions and Interruptions
- Reflection and Goal Setting for Improvement
- Session 13-14: Specialized Topics and Real-world Applications
 - Public Speaking in Academic Settings
 - ✤ Business Presentations and Professionalism
 - Speaking at Conferences and Events
 - Pitching Ideas and Projects
 - Speaking for Social Causes and Activism
- Session 15-16: Practical Exercises and Simulations
 - Mock Interviews and Job Presentations
 - Simulated Conference Presentations
 - Debate Exercises and Role-plays
 - Crisis Communication Scenarios
 - Elevator Pitch Practice

Session 17-18: Cultural Sensitivity and Diversity in Public Speaking

- Understanding Cultural Differences in Communication
- Adapting Speeches for Diverse Audiences
- Addressing Sensitivity and Inclusivity
- Exploring Global Public Speaking Practices
- Practicing Respectful Language

Session 19-20: Technology and Modern Trends and Gestures

- Leveraging Technology in Presentations
- Online Public Speaking Etiquette
- Virtual Presentation Platforms and Tools
- Incorporating Multimedia Elements
- Addressing Challenges of Virtual Communication

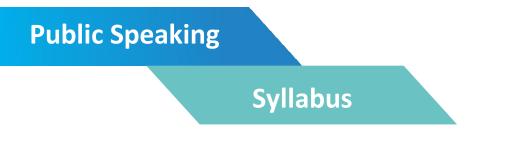
Session 21-22: Ethics and Responsibility in Public Speaking

- Integrity in Speech Content and Delivery
- Ethical Use of Persuasion Techniques
- ✤ Handling Controversial Topics with Sensitivity
- Respecting Intellectual Property Rights
- Maintaining Professionalism and Honesty

Session 23-24: Crisis Communication and Handling Difficult Situations

- Managing Communication in Crisis Scenarios
- Dealing with Hostile Audiences or Feedback

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- Responding to Unexpected Technical Issues
- Addressing Controversies and Misunderstandings
- Reflection on Personal Growth and Future Applications

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