

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

- ❖ 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

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