

Public Speaking Course

What is Communication 1-What is Public Speaking and why do we need to practice it Self-Introduction, Introducing others in the group a-Public Speaking Basics and Activities Matter, Method, Manner b-Speech Etiquette, Rules and Consequences, Making Eye Contact, Word Punch, Practice Using Your Voice, Gestures Body language 2-Speaking Ethically 3-Listening 4-Public Speaking Basics and Activities b-Speech Etiquette, Rules and Consequences, 5-Developing your Prepared Speech-(Preparing and Planning) (Making an Outline) a-Supporting your Speech b-Developing an Introduction c-Developing a Conclusion d-Editing your Speech 6-Using Words Well 7-Selecting Presentation Aids 8-Examples of good and bad Speeches 9-Types of Speeches a-Informative Topics – Brainstorm and practice b-Narrative Topics –Brainstorm and practice c-Speaking on Special Occasions d-Demonstration e-Understanding Principles of Persuasive Speaking *Persuasive Techniques Difference between Persuasive Speech and Debating Ethos, Pathos and Logos as modes of persuasion 10-Methods of Delivery 11-Evaluation –Why evaluate Evaluation Sheets 12-Practice writing long Speeches Debating a-Difference between Persuasive Speech and Debating b-What is a Debate c-The duties of each Speaker In a Debate d-The Use of notes in a Debate (Palm Cards) e-Advanced Debating Tips For -Argument in Detail-Topics to be practiced g-How Debates are decided Following will also be practiced a-Thanks giving Speech b-Speaking on Radio and television c-Interviewing Skills d-Book Review e-Current Event –Halloween, Christmas School Annual Day, New Year’s Resolution f-Teacher for a Day (Presentation) g-Poetry Recitation h-Monologues i-Using the Telephones j-Receiving a guest k-Tips for Entering Competition l-How to get Competition Experience m-How to receive a Speaker n-How to Thank a Speaker o-Proposing a Toast p-Presentation a gift or an Award q-Accepting a Prize, Trophy, Award r-How to Chair a Meeting s-How to be an MC or How to Compere