

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Internal	Final Exam	Total
UGAEC-304(C)	Public Speaking and Presentation Skills	AEC	3	3	0	0	40	60	100

Course Outcomes

At the end of the course the student will be able to	
CO1	Examine the principles and theories of effective public speaking and presentation skills.
CO2	Analyze and organize clear, concise, and compelling content for Speech.
CO3	Design and use effective visual aids to enhance presentations.
CO4	Deliver effective presentations.
CO5	Evaluate skill, key learnings and practice self-assessment

Detailed Syllabus**Section-A**

Unit 1: Introduction to Public Speaking: Overview and Importance of Public Speaking, Types of Public Speaking, Fundamentals of Effective Speaking-Audience analysis and adaptation, Setting clear objectives, Structuring a speech, Topic Selection and Research.

(06Hrs)

Unit 2: Unit II: Writing and Practicing the Speech: Drafting the Speech, Speech Rehearsal Techniques, Delivery Techniques-Vocal Delivery-Voice Modulation, Pace and Pauses, Pronunciation and articulation; Non-Verbal Communication; Audience Engagement.

(08Hrs)

Unit 3: Presentation Skills: Designing Effective Visual Aids, Technology in Presentations, Technical Trouble shooting, Delivering Virtual Presentations, Types of Presentations-Informative Presentations, Persuasive Presentations, Business and Professional Presentations.

(06Hrs)**Section B**

Unit 4: Ethics and public speaking: Ethical Speaking-ethical responsibilities of a speaker, plagiarism and misrepresentation, Cultural Sensitivity-Cultural Differences, Adapting content and delivery for diverse audiences.

(08Hrs)

Unit 5: Critical Thinking, Reasoning and Practical Applications: Speech and Feedback Strategies, Self - Assessment Techniques, Capstone Presentation, Critical Thinking, Logic and Role of arguments, Fallacies-Formal and Informal.

(08Hrs)**Textbooks**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Public Speaking and Civic Engagement	J. Michael Hogan, Patricia Hayes Andrews, James R. Andrews, and Glen Williams	Pearson	3rd(2021)
2.	Handbook on Public Speaking, Presentation and Communication Skills	Shailesh Patel	Norton Press	1st (2020)

Reference Books

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	The Art of Public Speaking	Stephen E. Lucas	McGraw-Hill Education	13th (2020)