

VALUE ADDED COURSE

Session - 2023-2024



CERTIFICATE COURSE IN PUBLIC SPEAKING

About the course

Public Speaking course aim is to learn how to sharpen presentation skills, overcome the fear of public speaking, how body language changes everything, the art of persuasive speeches, public speaking tips, and how to deliver effective presentations each and every time. Brush up on public speaking skills and become an effective presenter and public speaker today. After this course student will learn understand and persuade presentation techniques, techniques for plan and structure an effective presentation, strategies and ideas and effective delivery methods and control techniques of anxiety, fear and nervousness when making a presentation.

Learning Outcome

After completion of the course, students will be able to:

- Give influencing presentations on selected concept.
- Improve the habit of idea generation and development.
- Grab the attention of employer with attractive presentation skills.

Note

- Interested students can report in the office of HoD BBA up to the closing hrs of 2/2/2024, by 5:00 pm.
- The course classes will be held on every Saturday at 9.00am-11.00am & 12:30pm to 2:30pm w.e.f 3/02/2024.
- 75% attendance is mandatory to get the certificates.
- Assessment will be held on the basis of viva voce and written/practical examination.

Timing : **9.00 AM-11.00 AM** (1st Shift)
12.30 PM-02.30 PM (2nd Shift)

Duration : **30 hours**

Resource Person : **Dr. Monisha
Ms. Chahat**

Entry Date :
01-02-2024 - 02-02-2024

Module

- Plan and prepare speeches that inform, persuade, or fulfil the needs of a special occasion (4 hours)
- Use presentation aids to enhance speeches (3 hours)
- Outline speeches in a logical and thorough fashion (4hours)
- Conduct meaningful research on a variety of topics (5 hours)
- Analyse audience and design speeches to reflect analysis (4 hours)
- Evaluate speeches based on a variety of verbal and non-verbal criteria (4 hours)
- Listen effectively, regardless of interest in the subject matter (3 hours)
- Understand and explain the communication process (3 hours)

For any queries related the VAC certification course, Please feel free to contact
VAC Coordinator : Ms. Shradha Jain (99539 63766)