

FACULTY OF LANGUAGES
SYLLABUS
OF
CERTIFICATE COURSE IN PUBLIC SPEAKING
SESSION: 2022-23



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Certificate Course in Public Speaking

Session-2022-23

Course Code	Course Title	Course Type	Max Marks			Examination time (in Hours)
			Total	Ext.		
				L	P	
CPSM-1211	Public Speaking	E	50	25	25	3

E - Elective

Certificate Course in Public Speaking

COURSE OUTCOMES

By the end of this course students will:

CO 1: be able to speak more confidently in front of an audience utilizing a variety of delivery skills such as eye contact, gestures, movement and vocal variety

CO 2: develop Informative and Persuasive speeches through research, audience analysis, etc

CO 3: learn to organize the content of the intended speech

CO 4: be able to overcome speech anxiety and master the art of public speaking

CO 5: learn to inculcate non-verbal cues in speech

CO 6: understand the communication process thoroughly

Certificate Course in Public Speaking

Session 2022-23

Course Code: CPSM-1211

Course Title: Public Speaking

Duration: Minimum 30 Contact Hours

Marks: 50
Theory: 25
Practical: 25

Instructions:

The candidate will have to attempt five questions in all selecting one from each unit of the question paper and the fifth question from any of the four units.

Unit I

Basic Communication Theory

Introductory Speeches (Practical)

Unit II

Becoming a Public Speaker

Informative speeches (Practical)

Unit III

Preparing your speech

Persuasive speeches (Practical)

Unit IV

Managing speech anxiety

Special occasion speeches (Practical)

Suggested readings: O'Hair Dan'Rob Stewart and Hannah Rubenstein: A Speaker's Guidebook Text and Reference, 3rd New York. Bedford 1st Martin's 2007

Placement Opportunities of Certificate Course

Public Speaking

After completing this course, students can get placements as

- Tour Guides
- Broadcasters
- Health Educators
- Sales Representatives
- Curators
- Anchors
- Teachers
- Motivational Speakers
- Training Specialists