

FACULTY OF LANGUAGES
SYLLABUS
OF
CERTIFICATE COURSE IN PUBLIC SPEAKING



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya (Autonomous), Jalandhar

SCHEME AND CURRICULUM OF EXAMINATION OF CERTIFICATE COURSE

Certificate Course in Public Speaking

Course Code	Course Title	Credit	Course Type	Max Marks			Examination time (in Hours)
				Total	Ext.		
					L	P	
CPSM-1211	Public Speaking	4	C	50	25	25	3

C – Compulsory

Duration – 30 Contact Hours

Eligibility - 10+2

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

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 syllabus and the fifth question from any of the four units. **(5x5=25)**

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