

**FACULTY OF LANGUAGES**  
**SYLLABUS**  
**OF**  
**CERTIFICATE COURSE IN PUBLIC SPEAKING**



**The Heritage Institution**  
**KANYA MAHA VIDYALAYA**  
**JALANDHAR**  
**(Autonomous)**

**Kanya Maha Vidyalaya (Autonomous), Jalandhar**

**Certificate Course in Public Speaking**

Session: 2024-25

Course Code	Course Title	Credits	Course Type	Max Marks			Examination time (in Hours)
				Total	Ext.		
					L	P	
CPSM-1211	Public Speaking	2	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 Principles of Effective Speaking:** Acquiring Basic Speaking Skills, Develop Confidence, Basic Communication Theory

**Practical:** Introductory Speeches

**Unit II**

**Techniques of Effective Speaking:** Becoming a Public Speaker, Introducing Speakers, Presenting and Accepting Awards, Organizing Longer Talk

**Practical:** Informative speeches

**Unit III**

**Aspects of Speech:** Preparing your speech, Visualizing the Talk, Delivering the Talk, Sharing the Talk with Audience

**Practical:** Persuasive speeches

**Unit IV**

**Methods of Delivering Speech:** The Short Talk to Get Action, The Talk to Inform, The Talk to Convince, Impromptu Talks, Managing Speech Anxiety

**Practical:** Special occasion speeches

**Suggested readings:** Dale Carnegie's *The Quick and Easy Way to Effective Speaking*