

**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, 3<sup>rd</sup> New York. Bedford 1<sup>st</sup> 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