FOUR YEARS UNDERGRADUATE PROGRAM (FYUGP)
B.A 1ST SEMESTER
PAPER NAME: PUBLIC SPEAKING SKILL (SEC)
PAPER CODE: GCA101SEC-EDU
TOTAL MARKS = 75
TOTAL CREDIT: 3 (15 classes per credit
2 CREDIT THEORY & 1 CREDIT PRACTICAL

Learning Objectives :

After completing these units, learners will be able to define the concepts of public speaking, communication skills, personality development, motivation and demonstrate effective verbal and non-verbal communication skills in various situations. Students will develop confidence and clarity while speaking infront of an audience and Identify the barriers of effective communication and apply strategies to overcome them.

Course outcomes (CO) :
At the end of this course students will be able to:
CO1 : Explain the concepts, principles and importance of public speaking and communication skills.

CO2 : Demonstrate effective verbal and non- verbal communication, personality traits and motivational techniques in public speaking.

CO3 : Prepare and deliver Organized speeches with confidence while overcoming barriers to effective communication.

Unit	Topic	Marks	Classes
Unit - 1	PUBLIC SPEAKING AND COMMUNICATION SKILL • Meaning and Importance of Public Speaking • Components of Public Speaking: Illustration, Voice modulation, The Power of Pause, Visual Aids, Sense of humour, Articulation • Principles of Effective Public Speaking: Principle of Preciseness, Principle of Clarity, Principle of Completeness, Principle of Consciousness, Principle of Adaption • Ways of becoming better Public Speaker • Concept and Nature of Communication • Types of Communication: Verbal and non-Verbal • Barriers of Communication	25	20

	• Ways of Effective Communication		
Unit - 2	Personality Development and Motivation as Means for Effective Public Speaking • Concept and Nature of Personality • Types of Personality: Extrovert and Introvert • Role of Personality in Effective Communication • Concept of Balanced Personality • Meaning and Nature of Motivation • Kinds of Motivation: Nature or Intrinsic Motivation and Artificial or Extrinsic Motivation Ways or means of motivating audience	25	20
Unit - 3	**Student Shall prepare a write-up based on selected topic for speech**	25	5

Reference Books :

1. Mitra, Barun K.. : Personality Development and Soft Skills.
2. Agarwalla, Dr. Sunita : Educational Psychology.
3. Agarwalla, Dr. Sunita : Public Speaking Skill.
4. Das Savyasachi, Das Shraddha. : Right Ways to Improve Communication Skills.
5. Nikitina, Arina. : Successful Public Speaking.
6. ৰায়, ড° উমাকান্ত আৰু

   ভট্টাচার্য, শেখৰ : ব্যৱসায় যোগাযোগ