**Keertika Lotni**

**Semester III, SEC: Public Speaking in English Language and Leadership**

**Session- 20th August to 13th December 2023**

**Class type(2L+2Practical)**

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| **S. No.** | **Name of Course/Paper/Unit/Topic** | **Week/ Month wise schedule to be followed** | **No. of Tests/ Assignments/ Presentation** | **Marks Distribution** |
| **1.****2.****3.** | **UNIT-** I Introduction to Effective Communication- Features, Advantages & Disadvantages |  **August-2nd week September –**Introduction to the theory of communication.Importance of ListeningOral communication- Meaning, Features & Importance | Ungraded discussions and writing activities on all units. |  |
| **UNIT-** II Public SpeakingTypes of Public Speaking**Unit III-**Leadership SkillsLeadership & Innovations | **September to 2nd Week October** o What is Speech? Overcoming Fear of Public Speaking, Language of Public Speecho Drafting a Public Speech (Reading, research, writing, Fact check, Re-writing, Delivery)o 3P’s of Public Speaking (Preparation, Practice, Performance)o Rhetoric Skills, Art of Informative & Persuasive speaking, Concluding Speech with Powero Physical & Online o Political, Organizational, Educational & Motivational o Ted Talks, Public Speaking in Media**3rd Week Oct to 2nd week Nov**o Meaning, Features & Importanceo Historical Overviewo Leadership in Academic Life, Corporate Space, Public Life, Social Leadership and Political Leadershipo Audience analysiso Audience Engagement & Leadershipo Influencing through Leadership | Speech writing and recitation |  |
| **4.** | **UNIT IV**Importance of Public Speaking in developing Leadership SkillsEthics in Public Speaking & Leadership | **3rd week Nov to Dec** Discussions on the topics through readings/presentations of known speeches.Readings on ethics in public life | Classroom discussions on speeches |  |