**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 Listening  Oral communication- Meaning, Features & Importance | Ungraded discussions and writing activities on all units. |  |
| **UNIT-** II  Public Speaking  Types of Public Speaking  **Unit III-**Leadership Skills  Leadership & Innovations | **September to 2nd Week October**  o What is Speech? Overcoming Fear of Public Speaking, Language of Public Speech  o 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 Power  o Physical & Online  o Political, Organizational, Educational & Motivational  o Ted Talks, Public Speaking in Media  **3rd Week Oct to 2nd week Nov**  o Meaning, Features & Importance  o Historical Overview  o Leadership in Academic Life, Corporate Space, Public Life, Social Leadership  and Political Leadership  o Audience analysis  o Audience Engagement & Leadership  o Influencing through Leadership | Speech writing and recitation |  |
| **4.** | **UNIT IV**  Importance of Public Speaking in developing Leadership Skills  Ethics 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 |  |