

Unit _ IV

1. INTRODUCTION TO PUBLIC SPEAKING

Meaning

Public Speaking is the process of delivering a structured message to a live audience with clarity, confidence, and purpose.

It involves:

- Verbal communication
- Non-verbal communication
- Audience engagement
- Logical organization of ideas

Public speaking is closely linked with academic writing because both require:

- Clear structure
- Logical development
- Audience awareness
- Purpose-driven communication

2. NATURE OF PUBLIC SPEAKING

Public speaking is:

1. Purpose-Oriented

- To inform
- To persuade
- To motivate
- To entertain

2. Interactive

- Speaker ↔ Audience relationship
- Feedback through body language, expressions

3. Structured

- Introduction
- Body
- Conclusion

4. Context-Specific

- Academic
- Professional
- Technical
- Ceremonial

5. Skill-Based

Can be developed through:

- Practice
- Feedback
- Training

3. CHARACTERISTICS OF EFFECTIVE PUBLIC SPEAKING

1. **Clarity** – Clear pronunciation and simple language
2. **Confidence** – Strong posture and eye contact

3. **Organization** – Logical flow of ideas
4. **Audience Awareness** – Understanding audience needs
5. **Credibility** – Use of facts, examples, statistics
6. **Engagement** – Stories, questions, examples
7. **Time Management** – Proper pacing
8. **Strong Conclusion** – Memorable ending

4. SIGNIFICANCE OF PUBLIC SPEAKING

Public speaking is essential because:

Academic Importance

- Seminar presentations
- Project reviews
- Viva voce
- Paper presentations

Professional Importance

- Job interviews
- Group discussions
- Client meetings
- Technical briefings

Personal Development

- Confidence building
- Leadership skills
- Critical thinking

Employability Skills

Companies expect:

- Communication ability
- Presentation skills
- Team coordination

5. PRESENTATION

Meaning

A presentation is a formal talk delivered to inform, explain, or persuade an audience, often supported by visual aids (PPT, charts, videos).

Types of Academic Presentations

1. Seminar Presentation
2. Technical Presentation
3. Project Presentation
4. Research Paper Presentation
5. Conference Presentation

6. 4Ps OF PRESENTATION

The **4Ps** are essential principles for effective presentations:

1. Plan

- Define objective
- Analyze audience

- Organize content

2. Prepare

- Design slides
- Practice delivery
- Anticipate questions

3. Practice

- Rehearse aloud
- Time yourself
- Record and review

4. Perform

- Maintain eye contact
- Control nervousness
- Deliver confidently

7. STAGE DYNAMICS

Stage dynamics refer to how a speaker uses the stage and body effectively.

Components of Stage Dynamics

1. Posture

- Stand straight
- Avoid slouching

2. Movement

- Move purposefully
- Avoid pacing nervously

3. Eye Contact

- Engage entire audience
- Avoid reading from slides

4. Gestures

- Natural hand movements
- Avoid excessive gestures

5. Voice Modulation

- Variation in tone
- Controlled speed
- Proper pauses

6. Facial Expressions

- Match emotion with content
- Smile appropriately

8. ANSWERING STRATEGIES (Handling Q&A)

Question handling is crucial in academic presentations.

Techniques:

1. Listen Carefully

Do not interrupt.

2. Clarify if Needed

"Could you please repeat the question?"

3. Structure Your Answer

- Acknowledge
- Respond clearly
- Give example if required

4. Stay Calm

Even for difficult questions.

5. Admit If Unsure

"I will verify that and get back to you."

6. Handle Criticism Professionally

Avoid arguments.

9. ANALYSIS OF IMPACTFUL SPEECHES

Studying great speeches helps improve public speaking skills.

1. Martin Luther King Jr. – “I Have a Dream” (1963)



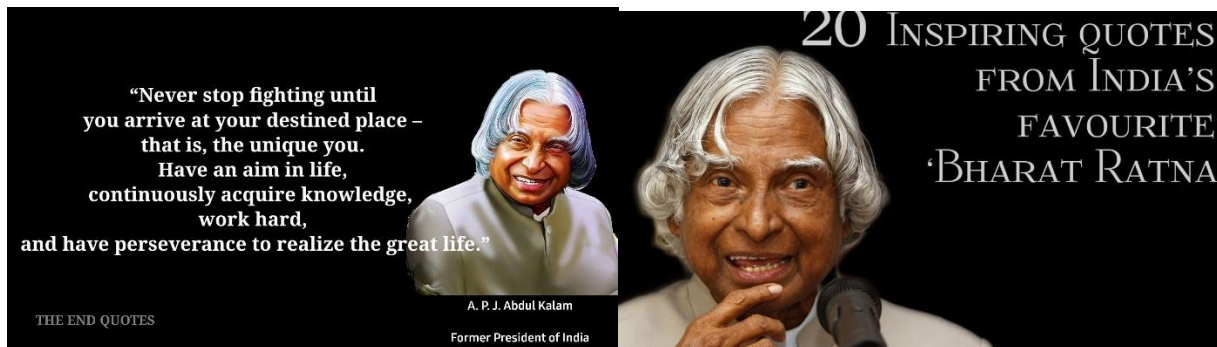
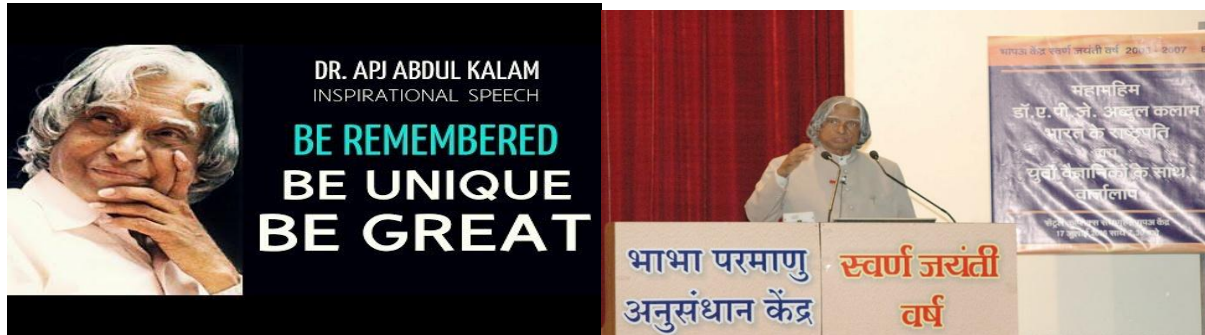
Key Features:

- Repetition (“I have a dream...”)
- Emotional appeal
- Strong imagery
- Clear vision
- Rhythmic language

Impact:

- Inspired civil rights movement
- Influenced global human rights discourse

2. A. P. J. Abdul Kalam – Speeches to Students



Key Features:

- Simple language
- Inspirational tone
- Youth empowerment focus
- Use of personal experiences

Impact:

- Motivated Indian youth
- Promoted scientific temper

Elements of Impactful Speeches

1. Clear purpose
2. Emotional connection
3. Storytelling
4. Repetition for emphasis
5. Strong opening & closing
6. Confident delivery

10. SPEECHES FOR ACADEMIC EVENTS

B.Tech students are often required to deliver speeches for:

1. Welcome Speech

Structure:

- Greeting
- Welcome guests
- Introduce chief guest
- Express gratitude

2. Vote of Thanks

Structure:

- Acknowledge dignitaries
- Thank organizers
- Thank participants
- Conclude formally

3. Seminar Introduction Speech

- Introduce topic
- State relevance
- Introduce speaker

4. Farewell Speech

- Appreciation
- Memories
- Best wishes

5. Conference Presentation Speech

- Research problem
- Methodology
- Findings
- Conclusion