

# DERABIS COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23



## PUBLIC SPEAKING - SPOKEN ENGLISH & PERSONALITY DEVELOPMENT

Derabis College, Derabish is offering Traditional programme like BA, B,Com and B,Sc. The value added course PUBLIC SPEAKING - SPOKEN ENGLISH & PERSONALITY DEVELOPMENT is not coming under the programme syllabus of any of the above course. Public speaking, spoken English, and personality development are interconnected skills that collectively contribute to personal and professional success. These skills enhance communication abilities, build confidence, open the doors for better career opportunities, and faster personal growth. Public Speaking skill is most important skill which is required to become employable. The college is situated on rural area and most of the students are coming from economic backward class. As it is a rural based college most of the students are not able to access these courses in private institutions due to financial issue or communication issue. In their location there is not such competent institution, who can enhance their skills. Hence the college offered these courses to students as the non-credit value-added part.

So, the college has offered PUBLIC SPEAKING - SPOKEN ENGLISH & PERSONALITY DEVELOPMENT course, which will add value to their career and job. So, kindly consider this course as a value-added course.

### Aim

To enhance an individual's communication skills, confidence, and overall personality to ensure they can effectively interact in diverse personal and professional settings. This program seeks to develop fluency in spoken English, improve self-presentation, and build interpersonal skills that contribute to personal and career success.

### Objectives

To Improve Public Speaking Proficiency, Enhance the ability to speak English fluently and accurately with correct pronunciation and intonation. Enhance active listening skills to better understand and respond to others. Developing the ability to express thoughts clearly and confidently in various situations, including discussions, presentations, and interviews. Increase confidence in speaking in front of groups through practice and feedback on public speaking techniques.

### COURSE SYLLABUS (3 Months – 30 Hrs)

#### Module 1: Introduction to Public Speaking

##### 1. Understanding Public Speaking

- Definition and importance
- Benefits of effective public speaking
- Overcoming the fear of public speaking

  
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## 2. Types of Public Speaking

- Informative speaking
- Persuasive speaking
- Special occasion speeches

### Module 2: Presentation Delivery Techniques

#### 1. Voice Modulation

- Volume control
- Pitch variation
- Pace and pause

#### 2. Body Language

- Posture and gestures
- Facial expressions
- Eye contact

#### 3. Overcoming Nervousness

- Relaxation techniques
- Positive visualization
- Handling mistakes gracefully

### Module 3: Personality Development

#### 1. Self-Awareness and Self-Esteem

- Understanding self-concept
- Building self-confidence
- Positive self-talk

#### 2. Interpersonal Skills

- Effective communication techniques
- Active listening skills
- Conflict resolution
- Time Management
- Stress Management

#### 3. Professional Etiquette

- Business communication
- Networking skills
- Dressing for success

### Module 4: Group Discussion & Interview Skills

#### 1. Group Discussion

- Types of group discussions (formal, informal, case-based, topic-based)
- Key skills evaluated in GDs
- Analyzing and interpreting information
- Researching common GD topics
- Demonstrating confidence and professionalism

#### 2. Interview Technique

- Preparing thoughtful questions for the interviewer
- Professional Etiquette in interview
- Handling Difficult Situations
- Simulated Interview Sessions

  
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