

Modern Education Society's Wadia College of Engineering Pune-01

Department of Computer Engineering

Name of Student:	Class:
Semester/Year:	Roll No:
Date of Performance:	Date of Submission:
Examined By:	Activity No: 3

Business Communication Skills

ACTIVITY NO: 03

AIM: Explain to students the importance of public speaking and the different forms of public speaking

OBJECTIVES: To make students understand the important aspects of speaking clearly and correctly in a public gathering.

METHOD: Any one of the following activities may be conducted:

1. Prepared speech (Topics are given in advance, students get 10 minutes to prepare the speech and 5 minutes to deliver.)
2. Extempore speech (Students deliver speeches spontaneously for 5 minutes each on a given topic)
3. Story telling (Each student narrates a fictional or real life story for 5 minutes each)
4. Oral review (Each student orally presents a review on a story or a book read by them)

OUTCOME – Students learn to express effectively through verbal/oral communication and improve their listening skills

CONCLUSION: With the help of Prepared speech /Extempore speech/ Story telling / Oral review students learn to express their views and speak in public confidently.

QUESTIONS:

1. What are the 4 factors to consider in public speaking?
2. What is body language and how is it important in public speaking?
3. What is voice modulation and why is it important in public speaking?
4. What are the five C's of effective communication?