

CLASS NOTES ON PUBLIC SPEAKING

BA 1ST SEM SEC FYUGP

UNIT-1: PUBLIC SPEAKING AND COMMUNICATION SKILL

PREPARED BY: DR. N. I. BARBHUYAN

1. Meaning of Public Speaking:

Public speaking may be defined as the process of delivering a structured message before an audience with the aim of informing, persuading, or entertaining them. It is not just a skill but an essential art that plays a significant role in academic, professional, and social-cultural and public life of an individual. By mastering its components and practicing regularly, one can become an effective communicator and a confident leader. Public speaking skills help us to establish very effective communication in a public platform. It boosts up overall personality of a speaker. It is essential for every individual for developing effective communication in every walk of life.

- Public speaking is the art or practice of addressing an audience effectively to inform, influence, or entertain them.
- It involves **oral communication** in front of a group with a clear purpose, such as sharing information, persuading opinions, motivating action, or entertaining.
- Unlike casual conversation, public speaking is usually **planned, structured, and purposeful**.

2. Components of Public Speaking

Public speaking consists of the following essential components:

- ILLUSTRATION
- VOICE MODULATION
- THE POWER OF PAUSE
- VISUAL AIDS
- SENSE OF HUMOUR
- ARTICULATION

1. Illustration

- Using examples, stories, anecdotes, or comparisons to make ideas clearer and more relatable.
- It helps the audience understand abstract concepts and keeps them engaged.

2. Voice Modulation

- The variation of pitch, tone, and volume while speaking.
- Prevents monotony, emphasizes key points, and adds emotional impact to the speech.

3. The Power of Pause

- The effective use of short silences during speech.
- Pauses highlight important points, give the audience time to absorb ideas, and make the speaker appear confident.

4. Visual Aids

- Tools like charts, slides, graphs, or props that support the spoken words.
- They make the speech more interesting, understandable, and memorable.

5. Sense of Humour

- Using light jokes, witty remarks, or humorous examples appropriately.
- It relaxes the audience, builds rapport, and sustains attention, but should not be overused.

6. Articulation

- The clear and correct pronunciation of words.
- Good articulation ensures clarity, avoids misunderstanding, and reflects the speaker's confidence.

3. Importance of Public Speaking

Public speaking is important in personal, academic, and professional life because:

1. **Enhances Communication Skills** – Develops clarity, confidence, and effective expression.
2. **Builds Confidence and Leadership** – Encourages self-belief and inspires others.
3. **Persuasion and Influence** – Helps in convincing people and shaping opinions.

4. **Career Advancement** – Essential for teachers, leaders, lawyers, managers, politicians, and professionals.
 5. **Knowledge Sharing** – Facilitates dissemination of ideas, research, and information.
 6. **Social Participation** – Helps in contributing to society through debates, discussions, and awareness programmes.
 7. **Personality Development** – Improves critical thinking, organization of ideas, and public image.
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