

HS23404: Public Speaking and Aptitude**Teaching Scheme**

Tutorial: 1 Hr.

Theory: 1 Hr.

Credits: 02**Examination Scheme**

CAA: 40 Marks

Oral: 30 Marks

Course Objectives:

1. To develop effective public speaking styles through conversational and communication skills and also enhance speaking skills by focusing on body language and understanding the situational requirements for effective public speaking
2. To develop students' quantitative, logical and analytical abilities required to solve aptitude-based problems commonly encountered in competitive examinations and also enhance their problem-solving speed, decision-making ability and logical reasoning skills

Course Outcomes: On the completion of the course, students will be able to:

1. Communicate effectively in various public speaking situations and deliver organised and engaging speeches with appropriate body language, voice modulation and confident speech techniques
2. Apply appropriate quantitative, logical, and reasoning strategies to efficiently solve numerical aptitude, data interpretation, and logical reasoning problems with improved speed and accuracy in placement and competitive examination contexts and apply rapid analytical, logical and decision-making strategies to solve time-bound problems with improved accuracy and efficiency

Course Contents:**Unit 1: Essentials and Art of Public Speaking****(7 Hours)**

Sentence Mastery (Sentence Structure + Subject–Verb Agreement), Verb Tense Control (Past / Present / Future Tenses), Functional Usage (Prepositions + Common Errors & Correct Usage), Verbal & Non-Verbal Communication, Active Listening Skills, Public Speaking & Presentation Skills, Confidence Building, Interpersonal Skills & Relationship Building, Body Language & First Impression, Time Management & Prioritization, Interview Skills & Group Discussion, Workplace Etiquette & Professional Behavior, Emotional Intelligence & Anxiety Control, Stress Management & Work-Life Balance, LinkedIn Profile & Resume Writing, Mock Interviews & Feedback

Unit 2: Quantitative Aptitude**(6 Hours)**

Number System, Percentages, Ratio & Proportion, Profit, Loss & Discount, Averages, Time, Speed & Distance, Time & Work + Pipes, Simple & Compound Interest (Basic), Data Interpretation (DI), Data Sufficiency, Seating Arrangement (Linear & Circular), Blood Relations, Coding–Decoding, Syllogisms, Statement–Assumption / Argument



Textbooks & Other Resources:

1. King, Dale. *Effective Communication Skills: The Nine-Keys Guidebook for Developing the Art of Persuasion through Public Speaking, Social Intelligence, Verbal Dexterity, Charisma, and Eloquence*, Hamatea Publishing Studio, 2020
2. King, Patrick. *How to Speak Effectively: Master Communication Skills, Public Speaking and Influence | Improve Conversations, Confidence, and Social and Professional Presentations, and Making an Impact on People*, Penguin, 2024
3. Tuhovsky, Tuhovsky. *Communication Skills: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion and Public Speaking: 9 (Positive Psychology Coaching)*, Createspace Independent Publishing, 2015
4. Aggarwal. R.S., *Quantitative Aptitude for Competitive Examinations*, S Chand and Company Ltd. 2025

List of Tutorial Session Activities:

Session 1: Verbal and Non-Verbal Communication

- o Introduction to Verbal and Non-Verbal Communication
- o Practising Verbal and Non-Verbal Communication

Session 2: Presentation Skills

- o Introduction to making a presentation
- o Making a short presentation

Session 3: Group Discussion

- o Introduction to Group Discussion
- o Effective Participation in Group Discussion

Session 4: Interview Skills

- o Introduction to facing an interview
- o Conducting a mock interview and providing feedback



Session 5: LinkedIn Profile & Resume Writing

- o Preparing a LinkedIn Profile
- o Preparation of an impressive resume for job

Session 6: Quantitative Aptitude–Number System, Ratio, Percentage, Profit and Loss

- o Solving numerical problems based on mixture, partnership, direct & inverse proportion
- o Quick estimation exercises using ratios, percentages and logarithms

Session 7: Quantitative Aptitude–Speed and Distance, Time and Work

- o Solve numerical problems based on Speed and distance, Time and Work to improve conceptual understanding, quick calculation, and logical thinking
- o Solve problems involving trains, boats, races, and average speed.

Session 8: Quantitative Aptitude–Data Interpretation & Data Sufficiency

- o Solving numerical problems based on bar graphs, pie charts and tables.
- o Solve questions on data sufficiency to develop analytical thinking, decision-making.

Session 9: Verbal Reasoning–Coding–Decoding, Blood Relations

- o Solving numerical problems based on coding-decoding, blood relations to improve general mental ability.
- o Group challenges to judge candidate's ability to decode the puzzle

Session 10: Mock test from online test series of companies like TCS, Infosys Employability tests and like CoCubs, AMCAT, etc.



Course Coordinator



BoS Chairperson, HSSM



Dean Academics



Principal

