

HS25201: Public Speaking and Aptitude**Teaching Scheme:**

Th.: 1 Hr.

Pr.: 2 Hrs.

Credits: 2**Examination Scheme:**

CAA: 40 Marks

OR: 30 Marks

Course Objectives:

1. To develop effective public speaking styles through conversational and communication skills and also enhance English 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: Spoken English and Impactful Presentations****(7 Hrs.)**

Spoken English: Pre-Assessment: Vocabulary made easy, the Power of Words, Introduction to Word Accent, Introduction to Rhythm: Intonation, Rising Intonation, Falling Intonation, Role Playing: Specific scenarios, Telephone Skills: Making and Receiving Calls, Voice, Intonation and Language, Conversations: The Role and Types of Questions

Impactful Presentations: Body Language: Introduction, Avoiding Fillers and Emphasis, Power of Pause: Pause to engage audience in Conversation, Combine Pause & Repetition Techniques, Demonstrate Confidence, Control and establish Presence, Empathy: Practice Heartfelt Communication, Impact of Communication and how to deliver impactful speech

Unit 2: General Aptitude for all Competitive Exams**(6 Hrs.)**

Quantitative Aptitude: Data interpretation: data graphs (bar graphs, pie charts and other graphs representing data), 2- and 3-dimensional plots, maps and tables, Numerical computation and estimation: ratios, percentages, powers, exponents and logarithms, permutations and combinations, series Mensuration and geometry Elementary statistics and probability

Analytical Aptitude: Logic: deduction and induction, Analogy, Numerical relations and reasoning

Spatial Aptitude: Transformation of shapes: translation, rotation, scaling, mirroring, assembling and grouping paper folding, cutting and patterns in 2 and 3 dimensions



Textbooks

1. *A Course in Phonetics and Spoken English* by T. Balasubramanian
2. *Effective Technical Communication* by M. Ashraf Rizvi
3. *Quantitative Aptitude for Competitive Examinations* by R.S. Aggarwal

Reference Books

1. *High School English Grammar and Composition* by Wren & Martin
2. *How to Speak, How to Listen* by Mortimer J. Adler
3. *Logical and Analytical Reasoning* by A.K. Gupta

NPTEL Course: Mastering Speaking and Presentations: A case Based Approach by Prof. Seema Singh, IIT, Kharagpur https://onlinecourses.nptel.ac.in/noc25_hs96/preview

Lab Session Activities Plan

Session 1: Vocabulary & Word Accent

- o Pre-Assessment: Conduct a quick spoken test to evaluate pronunciation and fluency.
- o Vocabulary exercises using flashcards or interactive word-building games

Session 2: Intonation & Rhythm in Speech

- o Introduction to rising and falling intonation with examples
- o Role-play exercises to practice intonation in different scenarios: expressing surprise, asking questions, etc.

Session 3: Telephone Skills & Professional Conversations

- o Practicing making and taking calls with simulated dialogues
- o Focus on voice modulation, clarity and polite expressions

Session 4: Body Language & Stage Presence

- o Practicing posture, movement and eye contact while speaking
- o Voice Modulation: Mechanics & Style, Voice Projection
- o Group feedback and analysis in classroom



Session 5: Empathy & Heartfelt Communication

- o Interactive storytelling to practice emotional connection
- o Speech practice: delivering a short talk with an emotional appeal

Session 6: Quantitative Aptitude –Data Interpretation & Computation

- o Solving numerical problems based on bar graphs, pie charts and tables
- o Quick estimation exercises using ratios, percentages and logarithms
- o Group challenges on permutations and combinations

Session 7: Analytical Aptitude – Logical & Numerical Reasoning

- o Deduction and induction puzzles
- o Solving analogy-based reasoning questions
- o Speed tests for numerical relations and reasoning

Session 8: Spatial Aptitude – Shape & Pattern Recognition

- o Hands-on paper folding and cutting exercises
- o Visualization tasks for rotation, scaling, and mirroring of shapes
- o Solving pattern-based problems in 2D and 3D space

Session 9: 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

