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First Year BCOM
ENG12305: OE-3 (ENGLISH) – THE ART OF PUBLIC SPEAKING
(Semester II)

Program: BCOM
Program Specific: BCOM (English)
Course Type: OE
Paper: III

Credits:2
Time:2 Hours
Max. Marks:30
SET: A

Instructions to the candidate:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

SECTION: A

Q.1. State whether the following statements are True/ False (Any 5) (5 Marks)

1. *Ceremonial speech* is given only on a special occasion.
2. *Body language* doesn't have any role in effective presentation.
3. *Stories* have a profound impact on capturing and retaining the audience's patience.
4. *LinkedIn* is not a powerful tool to search for a job.
5. *Public speaking groups* provide valuable opportunities for growth and learning.
6. *Visual aids* do not enhance one's presentation.
7. *Public speaking anxiety* is a common phenomenon experienced by many individuals.

SECTION: B

Q.2. Fill in the blanks. (Any 5) (5 Marks)

1. is the act of presenting an idea to the public using your voice. (Public speaking/personal chat)
2. Public speaking is often a learned behavior. (Tension/anxiety)
3. Is made up of two elements: self-efficacy and self-control. (Self-respect/Self Confidence)
4. Story telling helps to create change. (Economic/ social)
5. used public speaking as a political tool in debates and assemblies. (Greeks/Romans)
6. is famous public speaking group. (Toastmaster/Kinemaster)
7. A Talk is a recorded public speaking presentation. (Lead/ Ted)

SECTION: C

Q.3. Answer the following questions in about 100 words each. (Any 2)

(10 Marks)

1. What is the difference between *speech* and *public speaking*?
2. Explain *public speaking anxiety*.
3. Describe techniques to overcome *fear of public speaking*.
4. Who is your favorite Public Speaker? Why?

SECTION: D

Q.4. Write short notes on the following questions in about 100 words each. (Any 2)

(10 Marks)

1. Visual aids
2. Non-verbal communication
3. Importance of feedback in public speaking
4. Stages involved in preparation of one's speech
