

# **DRAFT**

**National Education Policy-2020**

**Common Minimum Syllabus for Uttarakhand State Universities and  
Colleges**

## **SKILL ENHANCEMENT COURSE (SEC)**

**DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES**

**SOBAN SINGH JEENA UNIVERSITY**

**Department of English and Foreign Languages**

**SKILL ENHANCEMENT COURSE (SEC)–Public Speaking and Leadership Skills**

**No. of Hours-30**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

| Course Title                               | Credits | Credit distribution of the Course |          |                    | Eligibility criteria | Pre-requisite of the course (if any) |
|--------------------------------------------|---------|-----------------------------------|----------|--------------------|----------------------|--------------------------------------|
|                                            |         | Lecture                           | Tutorial | Practical/Practice |                      |                                      |
| SEC: Public Speaking and Leadership Skills | 2       | 1                                 | 0        | 1                  | Class XII            |                                      |

**Semester I**

**Course Objective:**

This course is designed to develop students' public speaking and leadership skills by focusing on effective speech delivery, persuasive communication, confidence-building, and leadership strategies. It will help students enhance their verbal and nonverbal communication in professional, academic, and public settings.

**Course Out comes:**

By the end of this course, students will be able to:

- Develop effective communication and leaderships kills through public speaking.
- Gain the ability to leading various fields, act as responsible citizens, and apply leadership skills in future careers.
- Enhance critical thinking, assertiveness, and the ability to present constructive viewpoints using learned skills.

**Module 1: Theory (15Hours)**

1. Introduction to Effective Communication, Oral Communication-Meaning& Importance
2. What is Speech? Overcoming Fear of Public Speaking, 3 P's of Public Speaking (Preparation, Practice, Performance), Rhetoric Skills, Art of Informative & Persuasive Speaking
3. Leadership in Academic Life, Social Leadership and Political Leadership, Audience analysis, Audience Engagement
4. Importance of Public Speaking in Developing Leadership Skills, Ethics in Public Speaking & Leadership

**Module 2: Practical (15 Hours)**

1. Engaging with famous speeches: Swami Vivekananda's "Chicago Address", Abraham Lincoln's "Gettysburg Address", Martin Luther King Jr.'s "I Have a Dream", and identifying key elements, dissecting delivery styles, and participating in classroom discussions for deeper analysis.
2. Hands-on classroom practice in drafting compelling speeches, structuring arguments, and developing clarity in expression.
3. Learning the art of rhetoric through audio and video recordings of iconic speeches, practicing voice modulation, and body language for effective delivery.
4. Enhancing confidence and persuasion skills through intra-class speech competitions, extempore speaking, and structured group discussions.

**Suggested Readings:**

- *Public speaking: An audience -centered approach*. (8th ed., 2012) by S. A. Beebe, & S. J. Beebe.
- *Business communication: Developing leaders for a networked world* (international ed., 2014) by P Cardon.

**Note:**

**Examination: Subject to the University's directions.**