



Indraprastha College for Women University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	SEC
Paper Title:	Public Speaking in English Language and Leadership
Unique Paper Code:	2036000006
Semester:	I
Faculty(s):	Jyoti Singh
Year:	2026

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
1		1	Introduction to Effective Communication: advantages and disadvantages
		2	Discuss the features of oral communication.
		3	Introduce the concept of public speaking: Analyse the language of public speeches and its impact.
		4	Discuss the fear of public speaking and strategies to overcome it.
2		5	Teach the process of drafting a public speech: reading, research, writing, fact-checking, and rewriting.
		6	Discuss techniques for effective delivery of a speech Introduce the three P's of public speaking: preparation, practice, and performance
		7	Introduce the concept of rhetoric and its role in public speaking

		8	Provide opportunities for students to practice and receive feedback
		9	Teach techniques for delivering informative and persuasive speeches.
		10	Discuss effective ways to conclude a speech with impact.
		11	Introduce various types of public speaking, including political, organizational, educational, and motivational; TED Talks and Public Speaking in Media; Physical & Online
		12	Provide opportunities for students to deliver their own speeches.
		13	Analyse speeches from renowned speakers to learn their techniques.
		14	Facilitate discussions on strengths, areas for improvement, and strategies for enhancing public speaking skills.
3		15	Leadership Skills: An Introduction
		16	Leadership in Academic Life
		17	Leadership in Corporate Space
		18	Leadership in Public Life
		19	Social Leadership
		20	Political Leadership
		21	Leadership and Innovation
		22	Audience Engagement, Audience Analysis and Leadership
		23	Influencing Through Leadership
		24	Execution and Delivery of Public Speech: Learning Rhetorics Through Speeches in
		25	the form of Audio/Video; Learning Body Language and Paralanguage through ICT.

4		26	Developing Leadership Competence through Public Speaking: Intra-class speech competitions, Extempore, Group Discussions.
		27	Importance of Public Speaking in Developing Leadership Skills
		28	Ethics in Public Speaking and Leadership
		29	Mock parliament
		30	Workshop
		31	Provide opportunities for students to show leadership and public speaking skills.
		32	Analyse speeches from renowned leaders to learn their techniques.
		33	Facilitate discussions on strengths, areas for improvement, and strategies for enhancing leadership and public speaking skills.

Syllabus		
Unit	Contents	Contact Hours
I	Introduction to Effective Communication- Features, Advantages & Disadvantages • Importance of Listening • Oral communication- Meaning, Features & Importance • Reading Public Speech- Reading documented speeches delivered in the past; Understanding the art of word play, vocabulary and putting thoughts into words	
II	What is Speech?, Overcoming Fear of Public Speaking, Language of Public Speech Drafting a Public Speech (Reading, research, writing, Fact check, Re-writing, Bretor skis Aror emation, Persis, seria. Concluding Speech with Power • Types of Public Speaking-~ Physical & Online Political, Organisational, Educational & Motivational Ted Talks, Public Speaking in Media • Listening in groups and Discussion- Listening famous speeches (from history & everyday life); Analysis of its elements & classroom discussion • Writing Public speech- Classroom Practice Sessions	

III	Leadership Skills- Meaning, Features & Importance Historical Overview Leadership in Academic Life, Corporate Space, Public Life, Social Leadership and Political Leadership • Leadership & Innovations- ~ Audience analysis Audience Engagement & Leadership Influencing through Leadership Execution and Delivery of Public Speech • Developing leadership competence through Public Speaking- Intra-class Speech Competitions; Extempore; Group Discussion	
IV	Importance of Public Speaking in developing Leadership Skills Ethics in Public Speaking & Leadership Mock Parliament/MUNs Workshop	
	Total	33
Text Books/Suggested Readings:		
S. No.	Name of Authors/Books/Publishers	Year of Publication/ Reprint
1.	Beebe, Steven, A. Public Speaking: The Audience Centred Approach. Boston: Pearson, 2012.	2012
2.	Cardon, Peter. Business Communication: Developing Leaders for a Networked World. New York: McGraw-Hill, 2014.	2014
3.	Jaffe, Clella Isles. Public Speaking: Concepts and Skills for a Diverse Society. Boston: Cengage Learning, 2016.	2016
4.		

	Paper Components		
Credits	Lecture (L)	Tutorial (T)	Practical (P)
2	0	0	2
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment - Assignment/Quiz/Project/Presentation - Class Test - Attendance		NA
		NA	
		NA	
		NA	
2.	Continuous Assessment (Tutorial) - Activity 1 - Activity 2 - Attendance		NA
		NA	
		NA	
		NA	
3.	Practical - Continuous Assessment - End Term Written/Practical Exam - Viva		80
		80	
4.	End Semester Examination		NA