

UNIT-1 (LONG QUESTION)

1. Explain the various techniques to overcome nervousness in public speaking.

Nervousness is a common experience for many public speakers. Here are some techniques to help manage and overcome nervousness:

Preparation Techniques

Practice: Rehearse your speech several times to build confidence and familiarity with the material.

Prepare thoroughly: Research and organize your content to feel more secure about what you're saying.

Anticipate questions: Think about potential questions from the audience and prepare responses.

Relaxation Techniques

Deep breathing: Take slow, deep breaths to calm your nerves and slow down your heart rate.

Physical relaxation: Release tension by rolling your shoulders, unclenching your fists, or doing some light stretching.

Visualization: Imagine yourself delivering a successful speech and receiving positive feedback.

Performance Techniques

Start strong: Begin your speech with confidence and enthusiasm to set a positive tone.

Make eye contact: Engage with your audience by making eye contact with different people in the room.

Use positive body language: Stand up straight, use gestures, and smile to convey confidence and enthusiasm.

Additional Tips

- Reflect on your experience and identify what works for you.
- Having notes or visual aids can help you stay focused and confident.

By incorporating these techniques into your public speaking practice, you can manage your nervousness and deliver effective, engaging speech.

2. Discuss the process of speech planning and organization with suitable examples.

Speech planning and organization refer to the process of preparing and structuring a speech to effectively communicate a message to an audience. It involves defining the purpose, researching and gathering information, creating an outline, and organizing the content to engage and persuade the audience.

Effective speech planning and organization are crucial for delivering a clear, concise and engaging speech.

- Define your speech

Identify the main goal of your speech and what you want your audience to take away.

- Research and gather supporting information

Collect relevant data, statistics, and examples to support your message.

- Create an outline

Organize your ideas into an introduction, body, and conclusion.

- Organize your content

Use a logical structure, transitions, and rhetorical devices to engage your audience.

- Practice your delivery

Rehearse your speech to build confidence and ensure a smooth delivery.

Speech planning and organization are essential skills for effective communication. By following these steps and tips, you can create a well-structured and engaging speech that resonates with your audience. With practice and preparation, you can deliver a confident and persuasive speech that achieves your goals and leaves a lasting impression on your audience. By mastering speech planning and organization, you can become a more effective and engaging public speaker.

SHORT QUESTION :

1. Define public speaking and its significance in Journalism.

Public speaking is the act of communicating ideas, thoughts and opinions to a large or small audience, either formally or informally. It involves verbal and non-verbal communication, such as body language, tone of voice, and visual aids, to convey a message effectively.

Significance of Public speaking in Journalism -

- Interviews - Journalists need to conduct interviews with sources, experts, and newsmakers, which requires effective public speaking skills.
- Reporting - Journalists may need to report live from the field, presenting information to a live audience.
- Presenting news - News Anchors and presenters need to deliver news in a clear, concise and engaging manner.
- Debates and discussions - Journalists may participate in debates, panel discussions, or talk shows, requiring strong public speaking skills to articulate their opinions and perspectives.
- Building credibility - Effective public speaking helps journalists establish credibility and build trust with their audience.

Key Benefits

- Clear Communication - Public speaking helps journalists convey complex information in a clear and concise manner.
- Confidence - Developing public speaking skills boosts confidence, enabling journalists to perform better in various roles.
- Audience Engagement - Engaging public speaking style helps journalists connect with their audience, making their content more impactful.

In Conclusion, public speaking is an essential skill for journalists, enabling them to communicate effectively, build credibility, and engage their audience. By developing strong public speaking skills, journalists can excel in various roles.

2. Briefly explain the historical evolution of public speaking.
Public speaking has a rich history, evolving from ancient civilizations to modern times.

Ancient Era (500 BCE - 500 CE)

- Greece and Rome - Public speaking was highly valued for persuasion, politics, and philosophy. Famous orators like Cicero and Demosthenes set standards for eloquence.
- Rhetoric - The art of persuasive speaking was developed, focusing on logic, emotion and ethics.

Medieval Era (500 - 1500 CE)

- Preaching and storytelling - Public speaking was mainly used for religious purposes, with sermons and storytelling.
- Limited audience - Public speaking was often restricted to clergy for and nobility.

Modern Era (1500 - 1900 CE)

- Emergence of public lectures - Public speaking became more accessible, with lectures on various topics.
- Development of elocution - The study of effective speaking and delivery gained importance.

Contemporary Era (1900 CE - Present)

- Mass media and technology - Public speaking evolved with radio, television, and digital media, allowing speakers to reach wider audiences.
- Diverse styles and formats - Public speaking now includes various formats, such as TED Talks, podcasts, and social media videos.

Public speaking has evolved over time, influenced by cultural, social and technological changes.

Effective public speaking has been valued across eras for persuasion, education, and entertainment.

5. What is the role of confidence in Public speaking.

ROLE OF CONFIDENCE IN PUBLIC SPEAKING

Confidence plays a crucial role in public speaking, enabling speakers to

- Engage the audience

Confident speakers connect with their audience, holding their attention.

- Convey Authority

Confidence establishes credibility, making the speaker's message more believable.

- Deliver effectively

Confident speakers articulate their thought clearly, using tone, pace and body language effectively.

- Handle 'questions

Confident speakers respond to 'questions confidently, showcasing their expertise.

- Manage Nervousness

Confident speakers can manage their nerves, channeling them into a positive performance.

BUILDING CONFIDENCE

- Practice - Rehearse your speech to build familiarity.

- Prepare - Research and organize your content.

- Focus on message - Concentrate on your message rather than your nervousness.

BENEFITS OF CONFIDENCE

- Improved delivery - Confidence enhance vocal projection, body language and overall performance.

- Increased persuasiveness - Confident speakers are more persuasive, convincing their audience.

- Better audience connection - Confidence helps build rapport with the audience.

By developing confidence, public speakers can deliver effective, engaging and memorable presentations.