



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

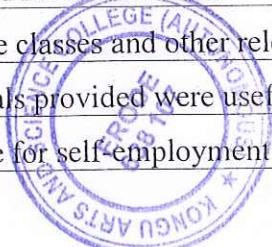
ERODE - 638 107

17VBAAS- ART OF PUBLIC SPEAKING - REPORT

Name of the Value Added Course	ART OF PUBLIC SPEAKING
Course code	17VBAAS
Course Coordinator	Dr.M.Thangam, Assistant Professor and Head, Business Administration
Date	Starting Date: 10.07.2017 Ending Date: 25.09.2017
Duration of the Course	40 Hours
Total participants Enrolled	30
Successfully Completed	19
Type of Assessment	Paper I - Theory I - (Speaking Terminology) Paper II - Practical I - (Applications)
Course Outcome	On Completion of this course the students will be able to <ol style="list-style-type: none"> 1. Learned public speaking skills in order to present an effective and efficient message. 2. Provide skills for community leadership through increased practice in organization and presentation of ideas. 3. Gained Strategies and skills to manage communication anxiety and apply the knowledge of digital presentation tools to create and present effective presentation
Outcome Attainment	2 out of 19 Students scored above 60% of Marks
Feedback Question Analysis - Questions Asked	
Q. No.	Parameters
Q1	The Course content was in line with my expectations
Q2	General content of the Course
Q3	The Course provided additional knowledge and skill
Q4	Well-designed Practical sessions
Q5	Schedule of the classes and other relevant details have been informed promptly
Q6	Course materials provided were useful
Q7	Provides scope for self-employment and fulfills the industrial needs

Dr. N. RAMAN
PRINCIPAL

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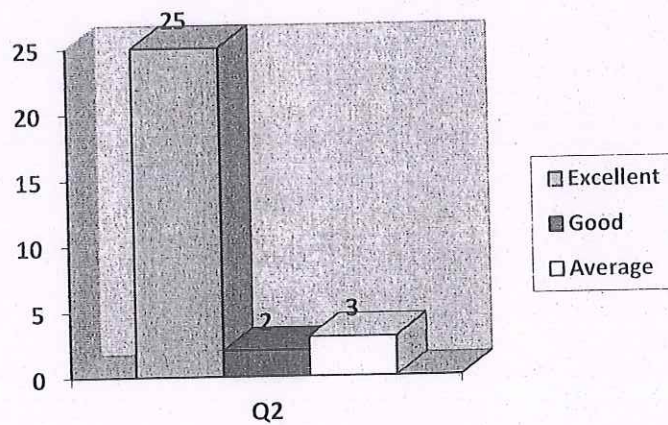
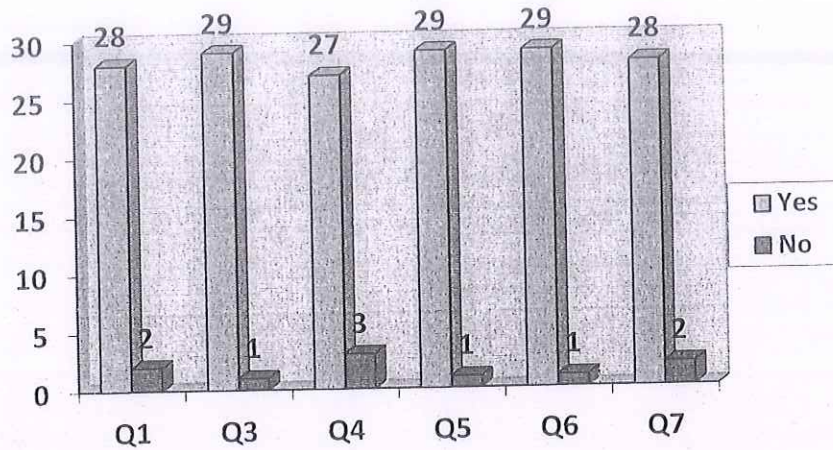


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17VBAAS- ART OF PUBLIC SPEAKING - FEEDBACK RATINGS





Course Coordinator


Head of the Department

HEAD OF THE DEPARTMENT
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Principal
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(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.


Dr. N. RAMIAN
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DEPARTMENT OF BUSINESS ADMINISTRATION VALUE ADDED COURSE (2017-2018) – PROPOSAL

Date: 21.02.2017

Submitted to the Principal

We are planning to conduct a Value Added Course titled “17VBAAS- ART OF PUBLIC SPEAKING” for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

COURSE DETAILS:

Name of the Course	17VBAAS- ART OF PUBLIC SPEAKING	
Duration of the Course	40 Hours	
Conducting Department	Business Administration	
Course Coordinator(s)	Dr.M.Thangam Assistant Professor and Head, Department of Business Administration	
Assessment Type (Total Average: 100 Marks)	Theory-I (Speaking Terminology) (100 marks)	Practical-I (Short Speeches) (100 Marks)


OUTCOMES:

On Completion of this course the students will be able to


1. Learned public speaking skills in order to present an effective and efficient message.
2. Provide skills for community leadership through increased practice in organization and presentation of ideas.
3. Gained Strategies and skills to manage communication anxiety and apply the knowledge of digital presentation tools to create and present effective presentation


Course Coordinator




Head of the Department

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DEPARTMENT OF BUSINESS ADMINISTRATION

VALUE ADDED COURSE (2017-2018) - CIRCULAR

Date: 12.06.2017

Ref. No.: KASC-AE/BBA/VAC/2017-2018/01

It is informed that Value Added Course on "17VBAAS- ART OF PUBLIC SPEAKING" will be conducted from 10.07.2017(Monday). Registration will be on First-Come First-Serve basis. Students are asked to enroll your names for the above mentioned course after the counseling sessions on the respective dates as follows:


III Year	II Year	I Year
Last date for Registration : 19.06.2017(FN)	Last date for Registration : 19.06.2017(AN)	Last date for Registration : 28.06.2017


HODs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.

Total instruction Hours : 40 Hours
Course Coordinator : **Dr.M.Thangam**
Assistant Professor and Head,
Department of Business Administration
Mail-id : bbakongu@gmail.com


Head of the Department

HEAD OF THE DEPARTMENT
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Copy to:

All Department Notice Board





KONGU ARTS AND SCIENCE COLLEGE(AUTONOMOUS) NANJANAPURAM, ERODE-638107

KASC Academy of Excellence

Academic year 2017-2018

VALUE ADDED COURSE ON

ART OF PUBLIC SPEAKING



COURSE DURATION

THEORY - 20 HOURS
PRACTICAL - 20 HOURS

FOR WHOM

All the UG Students

Organised by

DEPARTMENT OF BUSINESS ADMINISTRATION

COURSE CONTENT

- Presentation etiquettes
- Audience Analysis
- Content Preparation
- Speech Styles

COURSE OUTCOME

Student will be able to

- Present ideas confidently in public forum
- Effectuate interpersonal skills

COORDINATOR

Ms.M.Thangam
Assistant Professor
Department of Business Administration

KONGU
Assuring the Best



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DEPARTMENT OF BUSINESS ADMINISTRATION

VALUE ADDED COURSE - SYLLABUS 17VBAAS- ART OF PUBLIC SPEAKING

Course Objective(s):

- To increase Confidence and Poise when speaking to audience.
- To increase understanding and integration of the basic Principles, Practices, and Techniques of effective Public Speaking.
- To overcome the fear of Public Speaking in Supportive, helpful Environment.

Paper-I- SPEAKING TERMINOLOGY

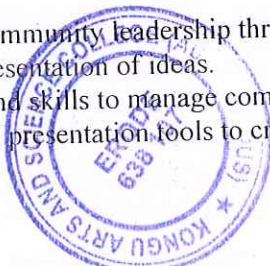
UNIT I	Introduction	4 Hours
Introduction to Art of public speaking- Importance - Fear -Over come the fear of public speaking-Review directions for introductory speech-Group discussion-Prepare for group discussion.		
UNIT II	Selecting Topics	4 Hours
Selecting a topic and purpose-Steps to finding a speech topics-Matching topic with purpose-Related Materials.		
UNIT III	Types of Speech	4 Hours
Types of speech-Humorous speech-Informative-Persuasive speech-Speaking in small groups. Public speaking Anxiety and intensity- Glossophobia-Strategies for managing public speaking Anxiety.		
UNIT IV	Audience Analysis	4 Hours
Audience Analysis-Researching the topics-Supporting materials-connectives-Preparation of outlines-speech delivery-Speech Evaluation-Sample Speech (Activity)		
UNIT V	Style of Speech	4 Hours
Beginning and ending speech-Visual aids of speech-Change the styles of speech-Speaking on special occasions-Transmitting ideas into speech-Rules and regulations of public speaking-Analyzing the performance of public speaking.		
Total Hours		20 Hours

Paper-II-SHORT SPEECHES (PRACTICALS)

UNIT I	Introduction	4 Hours
Speech of Introduction.		
UNIT II	Topic Selection	4 Hours
Speaking a Specific Topic		
UNIT III	On the Spot Speech	4 Hours
On the Spot objective speaking (Extempore)		
UNIT IV	Speaking on Special Occasions	4 Hours
Speaking on special occasions		
UNIT V	Final Speech	4 Hours
Final Speech and Group discussion		
Total Hours		20 Hours

Course Outcome: On Completion of this course the students will be able to

1. Learned public speaking skills in order to present an effective and efficient message.
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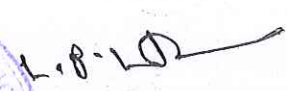
ACADEMIC YEAR : 2017-2018


17VBAAS- ART OF PUBLIC SPEAKING - FINAL ENROLMENT LIST

S. No.	Reg No	Name of the Student	Class
1	17UBAC004	ANIL KUMAR	I BBA(CA)
2	16UENG005	ANUPRIYA.P	II BA ENGLISH
3	16UENG006	ANUSHA.R	II BA ENGLISH
4	17UBBA005	BHARANIDHARAN.L	I BBA
5	17UBBA006	BHARANIDHARAN.S	I BBA
6	17UBBA007	BHARAT.M	I BBA
7	16UENG013	DHISHA.M	II BA ENGLISH
8	16UENG017	GOKILA.S	II BA ENGLISH
9	17UBBA014	GOKUL RAJ.C	I BBA
10	17UBBA019	HARIYAPPAN.P	I BBA
11	17UBIC020	JAYALAKSHMI.D	I B.Sc BIO-CHEMISTRY
12	15UBAC032	JEGAN KUMAR.M	III BBA(CA)
13	17UBBA023	JEVAN.M	I BBA
14	17UBBA025	KAVIN.E	I BBA
15	17UBBA027	KAVINKUMAR.C	I BBA
16	17UBBA033	MANIKANDAN.K	I BBA
17	15UBAC032	MANOJ KUMAR.C	III BBA(CA)
18	16UENG040	MOULLIEESWARAN.A	II BA ENGLISH
19	16UENG042	NANDHINI.S	II BA ENGLISH
20	16UCCA038	NAVEEN KUMAR.S	II B.Com(CA)-A
21	17UBBA043	NIVASH.S	I BBA
22	16UENG043	NIVITHA.T	II BA ENGLISH
23	16UENG049	PRAVEENA.S	II BA ENGLISH
24	17UBBA049	RUTHRA MURTHI.S	I BBA
25	17UBIC045	SANDHIYA.S	I B.Sc BIO-CHEMISTRY
26	16UENG057	SHREEMATHI.C	II BA ENGLISH
27	16UENG058	SRI KAVI.K	II BA ENGLISH
28	16UENG060	SUBALAA.E.R	II BA ENGLISH
29	16UCC0124	TAMILSELVAN.M	II B.Com(CA)-B
30	17UBBA062	VASU.D.L	I BBA


Course Coordinator




Head of the Department
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DEPARTMENT OF BUSINESS ADMINISTRATION
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DEPARTMENT OF BUSINESS ADMINISTRATION ACADEMIC YEAR : 2017-2018 SCHEDULE FOR THE VALUE ADDED COURSE 17VBAAS- ART OF PUBLIC SPEAKING

S.No	Date	Time	Topics Covered	Theory Hours	Practical Hours
1	10.07.2017	3.20 pm to 4.20 pm	Introduction to Art of public speaking	1	-
2	11.07.2017	3.20 pm to 4.20 pm	Importance	1	-
3	12.07.2017	3.20 pm to 4.20 pm	Fear -Over come the fear of public speaking-Review directions for introductory speech	1	-
4	13.07.2017	3.20 pm to 4.20 pm	Group discussion, Prepare for group discussion.	1	-
5	14.07.2017	3.20 pm to 4.20 pm	Selecting a topic and purpose	1	-
6	17.07.2017	3.20 pm to 4.20 pm	Steps to finding a speech topics	1	-
7	18.07.2017	3.20 pm to 4.20 pm	Matching topic with purpose	1	-
8	19.07.2017	3.20 pm to 4.20 pm	Related Materials.	1	-
9	20.07.2017	3.20 pm to 4.20 pm	Types of speech	1	-
10	21.07.2017	3.20 pm to 4.20 pm	Humorous speech-Informative-Persuasive speech	1	-
11	31.07.2017	3.20 pm to 4.20 pm	Speaking in small groups. Public speaking Anxiety and intensity	1	-
12	01.08.2017	3.20 pm to 4.20 pm	Glossophobia, Strategies for managing public speaking Anxiety.	1	-
13	02.08.2017	3.20 pm to 4.20 pm	Audience Analysis, Researching the topics	1	-
14	04.08.2017	3.20 pm to 4.20 pm	Supporting materials, connectives	1	-
15	07.08.2017	3.20 pm to 4.20 pm	Preparation of outlines, speech delivery	1	-
16	08.08.2017	3.20 pm to 4.20 pm	Speech Evaluation, Sample Speech	1	-
17	09.08.2017	3.20 pm to 4.20 pm	Beginning and ending speech-Visual aids of speech	1	-
18	10.08.2017	3.20 pm to 4.20 pm	Transmitting ideas into speech	1	-
19	16.08.2017	3.20 pm to 4.20 pm	Rules and regulations of public speaking	1	-
20	17.08.2017	3.20 pm to 4.20 pm	Analyzing the performance of public speaking.	1	-
21	18.08.2017	3.20 pm to 4.20 pm	Speech of Introduction.	1	-
22	21.08.2017	3.20 pm to 4.20 pm	Speech of Introduction.	1	-
23	22.08.2017	3.20 pm to 4.20 pm	Speech of Introduction.	1	-
24	23.08.2017	3.20 pm to 4.20 pm	Speech of Introduction.	-	1
25	24.08.2017	3.20 pm to 4.20 pm	Speaking a Specific Topic	-	1

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DEPARTMENT OF BUSINESS ADMINISTRATION


ACADEMIC YEAR : 2017-2018

SCHEDULE FOR THE VALUE ADDED COURSE



17VBAAS- ART OF PUBLIC SPEAKING

S. No.	Date	Time	Topics Covered	Theory Hours	Practical Hours
26	05.09.2017	3.20 pm to 4.20 pm	Speaking a Specific Topic	-	1
27	07.09.2017	3.20 pm to 4.20 pm	Speaking a Specific Topic	-	1
28	08.09.2017	3.20 pm to 4.20 pm	Speaking a Specific Topic	-	1
29	11.09.2017	3.20 pm to 4.20 pm	On the Spot objective speaking	-	1
30	12.09.2017	3.20 pm to 4.20 pm	On the Spot objective speaking	-	1
31	13.09.2017	3.20 pm to 4.20 pm	On the Spot objective speaking	-	1
32	14.09.2017	3.20 pm to 4.20 pm	On the Spot objective speaking	-	1
33	15.09.2017	3.20 pm to 4.20 pm	Speaking on special occasions	-	1
34	18.09.2017	3.20 pm to 4.20 pm	Speaking on special occasions	-	1
35	19.09.2017	3.20 pm to 4.20 pm	Speaking on special occasions	-	1
36	20.09.2017	3.20 pm to 4.20 pm	Speaking on special occasions	-	1
37	21.09.2017	3.20 pm to 4.20 pm	Final Speech, Group Discussion	-	1
38	22.09.2017	3.20 pm to 4.20 pm	Final Speech, Group Discussion	-	1
39	23.09.2017	3.20 pm to 4.20 pm	Final Speech, Group Discussion	-	1
40	25.09.2017	3.20 pm to 4.20 pm	Final Speech, Group Discussion	-	1
Total				20	20
Total Hours (Theory & Practical)				40 Hours	
Assessment Date & Time				: Paper I- 11.10.2017 - 10.00 am to 01.00 pm Paper II - 12.10.2017 - 10.00 am to 01.00 pm	
Type of Assessment				: Paper I - Theory I - (Speaking Terminology) Paper II - Practical I - (Applications)	


Course Coordinator


Head of the Department
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DEPARTMENT OF BUSINESS ADMINISTRATION

17VBAAS- ART OF PUBLIC SPEAKING - ATTENDANCE

S. No.	REG.No	NAME	10.07.2017	11.07.2017	12.07.2017	13.07.2017	14.07.2017	17.07.2017	18.07.2017	19.07.2017	20.07.2017	21.07.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
1	17UBAC004	ANIL KUMAR										
2	16UENG005	ANUPRIYA.P									AB	
3	16UENG006	ANUSHA.R										
4	17UBBA005	BHARANIDHARAN.L										
5	17UBBA006	BHARANIDHARAN.S										AB
6	17UBBA007	BHARAT.M										
7	16UENG013	DHISHA.M									AB	
8	16UENG017	GOKILA.S										
9	17UBBA014	GOKUL RAJ.C				AB						AB
10	17UBBA019	HARIYAPPAN.P			AB	AB	AB					
11	17UBIC020	JAYALAKSHMI.D										
12	15UBAC032	JEGAN KUMAR.M									AB	
13	17UBBA023	JEVAN.M										
14	17UBBA025	KAVIN.E				AB						
15	17UBBA027	KAVINKUMAR.C										
16	17UBBA033	MANIKANDAN.K							AB			
17	15UBAC032	MANOJ KUMAR.C									AB	
18	16UENG040	MOULLIEESWARAN.A										
19	16UENG042	NANDHINI.S										
20	16UCCA038	NAVEEN KUMAR.N	AB									
21	17UBBA043	NIVASH.S										
22	16UENG043	NIVITHA.T										
23	16UENG049	PRAVEENA.S										
24	17UBBA049	RUTHRA MURTHI.S										
25	17UBIC045	SANDHIYA.S										AB



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S. No.	REG.No	NAME	10.07.2017	11.07.2017	12.07.2017	13.07.2017	14.07.2017	17.07.2017	18.07.2017	19.07.2017	20.07.2017	21.07.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
26	16UENG057	SHREEMATHI.C	1	1	1	1	1	1	1	1	AB	1
27	16UENG058	SRI KAVI.K	1	1	1	1	1	1	1	1	1	1
28	16UENG060	SUBALAA.E.R	1	1	1	1	1	1	1	1	AB	1
29	16UCC0124	TAMILSELVAN.M	1	1	1	1	1	1	1	1	1	1
30	17UBBA062	VASU.D.L	1	1	1	1	1	1	1	1	1	1
Faculty Handling the Class			PN	MT	PN	VP	PN	MT	MT	MR	MK	PN

MT-Ms.M.Thangam, SD-Ms.S.Deepa, PN-Ms.P.Nandhini, MK-Ms.M.Kavitha, VP-Mr.V.Prakash

MT
Course Coordinator

L.P.LD
Head of the Department
HEAD OF THE DEPARTMENT
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DEPARTMENT OF BUSINESS ADMINISTRATION

17VBAAS- ART OF PUBLIC SPEAKING - ATTENDANCE

S. No.	REG.No	NAME	31.07.2017	01.08.2017	02.08.2017	04.08.2017	07.08.2017	08.08.2017	09.08.2017	10.08.2017	16.08.2017	17.08.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
1	17UBAC004	ANIL KUMAR	AB	/	/	/	/	/	/	/	/	/
2	16UENG005	ANUPRIYA.P	/	/	/	/	/	/	/	/	/	/
3	16UENG006	ANUSHA.R	/	/	/	/	/	/	/	/	/	/
4	17UBBA005	BHARANIDHARAN.L	/	/	/	/	/	/	/	/	/	/
5	17UBBA006	BHARANIDHARAN.S	/	/	/	AB	/	/	/	/	/	/
6	17UBBA007	BHARAT.M	AB	/	AB	/	AB	AB	AB	AB	AB	AB
7	16UENG013	DHISHA.M	/	/	/	/	/	/	/	/	/	/
8	16UENG017	GOKILA.S	AB	/	/	/	/	/	/	/	/	/
9	17UBBA014	GOKUL RAJ.C	/	/	AB	/	/	/	/	/	/	/
10	17UBBA019	HARIYAPPAN.P	AB	AB	AB	/	/	/	/	/	AB	/
11	17UBIC020	JAYALAKSHMI.D	/	/	/	/	/	/	AB	/	AB	/
12	15UBAC032	JEGAN KUMAR.M	AB	/	AB	AB	/	/	/	/	/	/
13	17UBBA023	JEVAN.M	/	/	/	AB	AB	AB	AB	AB	/	/
14	17UBBA025	KAVIN.E	/	/	/	/	/	/	/	/	/	/
15	17UBBA027	KAVINKUMAR.C	/	AB	AB	/	AB	/	AB	/	/	/
16	17UBBA033	MANIKANDAN.K	AB	/	/	/	/	/	/	/	/	/
17	15UBAC032	MANOJ KUMAR.C	AB	/	AB	AB	AB	AB	AB	AB	AB	AB
18	16UENG040	MOULLIEESWARAN.A	/	/	/	/	/	/	/	/	/	/
19	16UENG042	NANDHINI.S	/	/	/	/	/	/	/	/	/	/
20	16UCCA038	NAVEEN KUMAR.N	/	/	/	/	/	/	/	/	/	/
21	17UBBA043	NIVASH.S	/	/	/	/	/	AB	/	/	/	/
22	16UENG043	NIVITHA.T	/	/	/	/	/	/	/	/	/	/
23	16UENG049	PRAVEENA.S	/	/	/	/	/	/	/	/	/	/
24	17UBBA049	RUTHRA MURTHI.S	/	/	/	/	/	/	AB	/	/	/
25	17UBIC045	SANDHIYA.S	/	/	/	/	/	/	AB	/	/	/



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DEPARTMENT OF BUSINESS ADMINISTRATION

17VBAAS- ART OF PUBLIC SPEAKING - ATTENDANCE


S. No.	REG.No	NAME	31.07.2017	01.08.2017	02.08.2017	04.08.2017	07.08.2017	08.08.2017	09.08.2017	10.08.2017	16.08.2017	17.08.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
26	16UENG057	SHREEMATHI.C										
27	16UENG058	SRI KAVI.K										
28	16UENG060	SUBALAA.E.R										
29	16UCC0124	TAMILSELVAN.M										
30	17UBBA062	VASU.D.L							AB			
Faculty Handling the Class			MR	PN	MK	MT	SD	MK	MT	VP	MT	MK
MT-Ms.M.Thangam, SD-Ms.S.Deepa, PN-Ms.P.Nandhini, MK-Ms.M.Kavitha, VP-Mr.V.Prakash												


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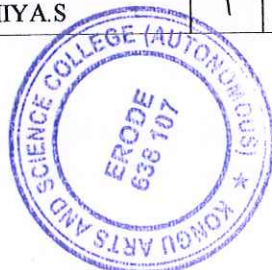
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S. No.	REG.No	NAME	18.08.2017	21.08.2017	22.08.2017	23.08.2017	24.08.2017	05.09.2017	07.09.2017	08.09.2017	11.09.2017	12.09.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
1	17UBAC004	ANIL KUMAR								AB	AB	
2	16UENG005	ANUPRIYA.P	AB									
3	16UENG006	ANUSHA.R										
4	17UBBA005	BHARANIDHARAN.L										
5	17UBBA006	BHARANIDHARAN.S		AB								
6	17UBBA007	BHARAT.M		AB	AB	AB		AB			AB	
7	16UENG013	DHISHA.M										
8	16UENG017	GOKILA.S						AB				
9	17UBBA014	GOKUL RAJ.C				AB		AB				
10	17UBBA019	HARIYAPPAN.P					AB				AB	
11	17UBIC020	JAYALAKSHMI.D										
12	15UBAC032	JEGAN KUMAR.M	AB	AB		AB	AB					
13	17UBBA023	JEVAN.M			AB	AB		AB			AB	AB
14	17UBBA025	KAVIN.E	AB									
15	17UBBA027	KAVINKUMAR.C						AB				
16	17UBBA033	MANIKANDAN.K					AB					
17	15UBAC032	MANOJ KUMAR.C	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	16UENG040	MOULLIEESWARAN.A										
19	16UENG042	NANDHINI.S										
20	16UCCA038	NAVEEN KUMAR.N								AB		
21	17UBBA043	NIVASH.S										
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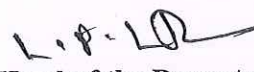
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			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
26	16UENG057	SHREEMATHI.C	/	/	/	/	/	/	/	/	/	/
27	16UENG058	SRI KAVI.K	/	/	/	/	/	/	/	/	/	/
28	16UENG060	SUBALAA.E.R	AB	/	/	/	/	/	/	/	AB	/
29	16UCC0124	TAMILSELVAN.M	AB	AB	/	/	/	/	/	/	/	AB
30	17UBBA062	VASU.D.L	/	/	/	/	/	/	/	/	/	/
Faculty Handling the Class			MT	MK	MT	SD	MT	MT	MT	MT	MT	SD
MT-Ms.M.Thangam, SD-Ms.S.Deepa, PN-Ms.P.Nandhini, MK-Ms.M.Kavitha, VP-Mr.V.Prakash												


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S. No.	REG.No	NAME	13.09.2017	14.09.2017	15.09.2017	18.09.2017	19.09.2017	20.09.2017	21.09.2017	22.09.2017	23.09.2017	25.09.2017
			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
1	17UBAC004	ANIL KUMAR	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
2	16UENG005	ANUPRIYA.P	I	I	I	I	I	I	I	I	I	I
3	16UENG006	ANUSHA.R	I	I	I	I	I	AB	I	AB	AB	I
4	17UBBA005	BHARANIDHARAN.L	I	I	AB	I	I	AB	I	I	I	I
5	17UBBA006	BHARANIDHARAN.S	I	I	AB	I	I	AB	I	I	I	AB
6	17UBBA007	BHARAT.M	AB	AB	I	AB	I	I	AB	I	I	I
7	16UENG013	DHISHA.M	I	I	I	I	I	I	I	I	I	I
8	16UENG017	GOKILA.S	I	AB	AB	I	I	I	I	I	AB	I
9	17UBBA014	GOKUL RAJ.C	I	I	I	I	I	I	I	I	I	I
10	17UBBA019	HARIYAPPAN.P	I	I	I	I	I	I	I	I	I	I
11	17UBIC020	JAYALAKSHMI.D	I	AB	AB	AB	AB	I	I	I	I	I
12	15UBAC032	JEGAN KUMAR.M	I	I	AB	I	I	I	I	I	AB	I
13	17UBBA023	JEVAN.M	AB	AB	AB	AB	AB	AB	AB	AB	I	I
14	17UBBA025	KAVIN.E	I	I	I	I	I	AB	I	I	AB	I
15	17UBBA027	KAVINKUMAR.C	I	I	I	I	I	I	I	I	I	AB
16	17UBBA033	MANIKANDAN.K	AB	I	AB	AB	I	AB	I	I	I	I
17	15UBAC032	MANOJ KUMAR.C	I	I	I	I	I	I	I	I	I	I
18	16UENG040	MOULLIEESWARAN.A	I	I	I	I	I	I	I	I	I	I
19	16UENG042	NANDHINI.S	I	I	I	I	I	I	I	I	I	AB
20	16UCCA038	NAVEEN KUMAR.N	I	AB	AB	AB	AB	I	I	I	I	AB
21	17UBBA043	NIVASH.S	I	I	I	I	I	I	AB	AB	AB	I
22	16UENG043	NIVITHA.T	I	I	I	I	I	I	I	I	I	I
23	16UENG049	PRAVEENA.S	I	I	I	I	I	I	I	I	I	I
24	17UBBA049	RUTHRA MURTHI.S	I	I	AB	I	I	I	I	I	I	I
25	17UBIC045	SANDHIYA.S	I	AB	AB	I	I	I	I	I	I	I



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DEPARTMENT OF BUSINESS ADMINISTRATION


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			3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm	3..20 Pm to 4.20 Pm
26	16UENG057	SHREEMATHI.C										
27	16UENG058	SRI KAVIK	AB	AB								
28	16UENG060	SUBALAA.E.R										
29	16UCC0124	TAMILSELVAN.M							AB			
30	17UBBA062	VASU.D.L			AB							
Faculty Handling the Class			MT	MT	PN	MK	SD	MT	PN	MT	MT	MT


MT-Ms.M.Thangam, SD-Ms.S.Deepa, PN-Ms.P.Nandhini, MK-Ms.M.Kavitha, VP-Mr.V.Prakash


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DEPARTMENT OF BUSINESS ADMINISTRATION
17VBAAS- ART OF PUBLIC SPEAKING – QUESTION PAPER

PAPER – I (Theory): Speaking Terminology

Time: 03:00 Hours

Maximum Marks: 100

Section – A
Answer all the questions

25x1=25 Marks

I. Choose the correct answer

- The process of act of performing in front of public is known as _____
a) Group task b) Street play
c) Counselling d) Public speaking
- Public speaking is a _____
(a) Analysis (b) Formula (c) Skill (d) Knowledge
- Over the dead of the Peloponnesian war: Abraham Lincoln's Gettysburg address in _____
(a) 1863 (b) 1836 (c) 1862 (d) 1864
- _____ creates first impression about himself on the testing authorities and on group members
(a) Personal Interview (b) Aptitude test
(c) Group discussion (d) Interview caveat
- In selecting a topic _____ and _____ have to be considered.
(a) Speaking slowly (b) Dress code, Place
(c) Knowledge, audience (d) Fee, audience
- The organization employees will be more active after _____ speech
(a) Informative (b) Advice (c) Order (d) Motivational
- _____ is one of the common symptoms of fear in public speaking.
(a) Uncontrollable shaking (b) Comfort
(c) Happiness (d) Discussion with others
- Analyzing the topic before the speech delivery is called _____
(a) Rehearsal (b) Research (c) Instruction (d) Motivation
- A speech outline is known as _____
(a) Notes (b) Blue print (c) Road map (d) Picture
- _____ is a powerful tool which increases the effectiveness of the speech.
(a) Map (b) Coloring (c) Visual aids (d) Pictures

II. Fill in the blanks

- Speech communication begins with _____
- _____ is the person who receives the communicated message.
- The first step in speechmaking is _____
- Voice, volume, pitch are important for _____
- Anything that is visible, tangible and stable in form is _____



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III. Say True or False

11. Public speaking allows you to improve upon your knowledge.
12. Forgetting the topic is one of the methods to overcome the stress.
13. Seek opportunities to discuss in groups is one type of preparation for group discussion.
14. Outlines are not helpful to deliver effective speech.
15. Audience analysis is very helpful to finalize the topic.

IV Match the following

- | | | |
|-------------------------------|---|--------------------------------------|
| 21. Anxiety | - | Personal Interview |
| 22. GD | - | Group Discussion |
| 23. PI | - | Fear in public speaking |
| 24. Audience analysis | - | Overcome the fear in public speaking |
| 25. Practice in several times | - | Examining the audience |


Section – B

Answer ALL the Questions

5x15=75

Marks

26. (a) Write a shot note on public speaking.
(or)
(b) How can you overcome the fear in public speaking?
27. (a) Explain the importance of public speaking skills.
(or)
(b) Describe the importance and features of selecting a topic before speech.
28. (a) Explain the types of speech.
(or)
(b) Write the golden rules to be followed during group discussion and personal interview.
29. (a) What are the steps to find a speech topic?
(or)
(b) Discuss audience analysis.
30. (a) Explain in detail about analyzing the performance of public speaking.
(or)
(b) How can you deliver your speech on some special occasions?


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DEPARTMENT OF BUSINESS ADMINISTRATION
17VBAAS- ART OF PUBLIC SPEAKING – QUESTION PAPER

PAPER – II (Practical): Short Speeches

Time: 3 Hours

Max.Marks:100

Topics drawn in lots will be selected and discussed by the students individually.
Topics prescribed to the students are given here.

- Self Introduction
- Debate (Specific Topic)
- Just a Minute (On the spot topic)
- Special occasions Speech
- Group discussion

MARKS ALLOTMENT

- Communication - 60 marks
- Language - 20 marks
- Gesture and Posture - 20 marks



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DEPARTMENT OF BUSINESS ADMINISTRATION

17VBAAS- ART OF PUBLIC SPEAKING - MARK STATEMENT

S. No	Reg No	Paper I	Paper II	Average	Result	Grade
1	17UBAC004	3	10	7	FAIL	FAIL
2	16UENG005	48	45	47	PASS	C
3	16UENG006	49	80	65	PASS	B+
4	17UBBA005	41	40	41	PASS	C
5	17UBBA006	24	40	32	FAIL	FAIL
6	17UBBA007	14	10	12	FAIL	FAIL
7	16UENG013	40	55	48	PASS	C
8	16UENG017	50	50	50	PASS	B
9	17UBBA014	19	25	22	FAIL	FAIL
10	17UBBA019	10	25	18	FAIL	FAIL
11	17UBIC020	50	40	45	PASS	C
12	15UBAC032	AB	AB	AB	AB	AB
13	17UBBA023	44	40	42	PASS	C
14	17UBBA025	17	40	29	FAIL	FAIL
15	17UBBA027	42	40	41	PASS	C
16	17UBBA033	14	20	17	FAIL	FAIL
17	15UBAC032	AB	AB	AB	AB	AB
18	16UENG040	22	70	46	FAIL	FAIL
19	16UENG042	42	55	49	PASS	C
20	16UCCA038	40	50	45	PASS	C
21	17UBBA043	54	45	50	PASS	B
22	16UENG043	40	55	48	PASS	C
23	16UENG049	42	50	46	PASS	C
24	17UBBA049	7	30	19	FAIL	FAIL
25	17UBIC045	42	55	49	PASS	C



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17VBAAS- ART OF PUBLIC SPEAKING - MARK STATEMENT

S. No	Reg No	Paper I	Paper II	Average	Result	Grade
26	16UENG057	50	55	53	PASS	B
27	16UENG058	40	50	45	PASS	C
28	16UENG060	47	60	54	PASS	B
29	16UCC0124	49	85	67	PASS	B+
30	17UBBA062	40	45	43	PASS	C

90-100	A++ - Outstanding		60-69	B+ - Good
80-89	A+ - Excellent		50-59	B - Average
70-79	A - Very Good		40-49	C - Satisfactory

SUBJECT DETAILS

	SUBJECT	MAX.MARKS
Paper I	Theory- I (Speaking Terminology)	100
Paper II	Practical - I (Short Speeches)	100

NJA
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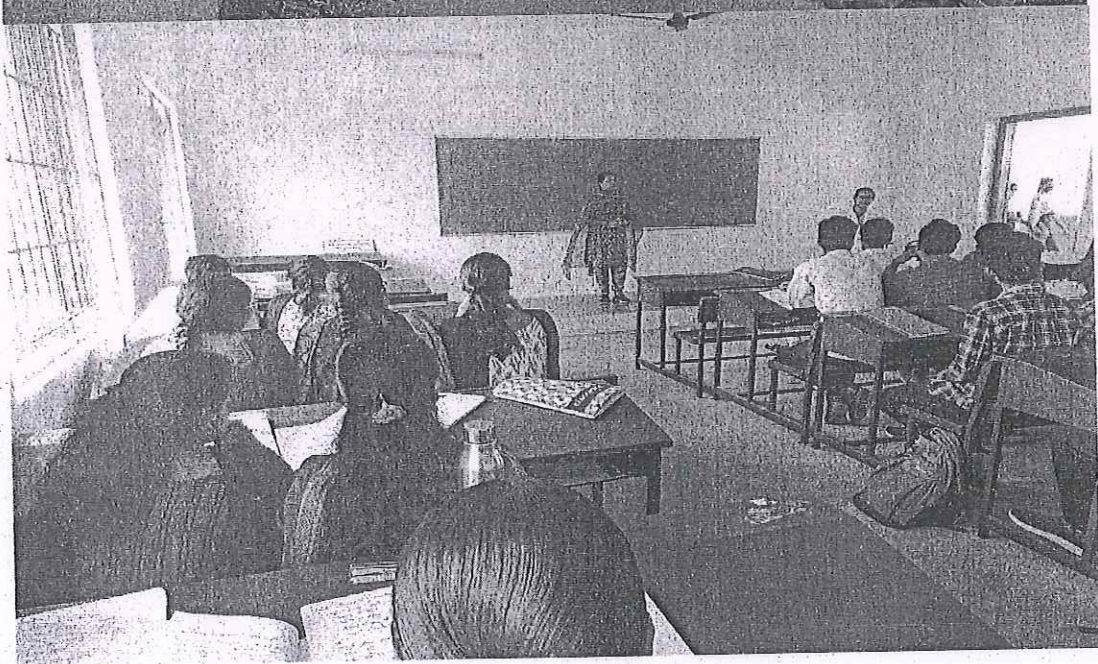
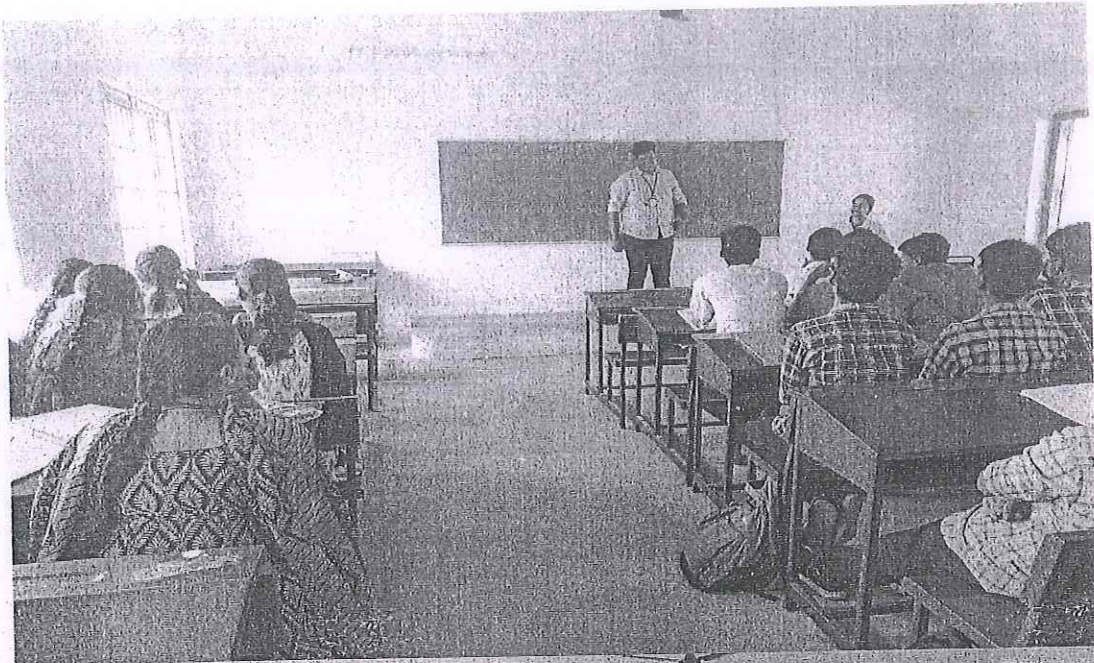


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17VBAAS- ART OF PUBLIC SPEAKING - PHOTOGRAPH



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17VBAAS-ART OF PUBLIC SPEAKING- STUDENTS FEEDBACK

Name of the Student	
Register Number	
Department	
Year	

Parameters	Strongly Agree	Agree	Disagree
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Student Signature



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17VBAAS- ART OF PUBLIC SPEAKING – STUDENTS FEEDBACK

Name of the Student	Nivash. S
Register Number	17VBBB 043
Department	BBA
Year	2017 - 2018

Parameters	Ratings		
	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Nivash
Student Signature



L
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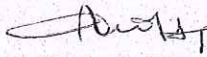
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17VBAAS-ART OF PUBLIC SPEAKING- STUDENTS FEEDBACK

Name of the Student	ANUSHA. R
Register Number	16UENG006
Department	B.A ENGLISH
Year	11

Parameters	Strongly Agree	Agree	Disagree
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	


Student Signature




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17VBAAS- ART OF PUBLIC SPEAKING – CERTIFICATE



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Certificate


This Certificate is awarded to

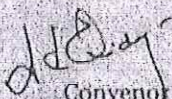


NIVASH S
I BBA

for the successful completion of the Certificate Course in
ART OF PUBLIC SPEAKING
with B Grade conducted by the
Department of Business Administration
during the Academic Year 2017 -2018




Course Coordinator


Convenor
Academy of Excellence


Principal

Correspondent

90 - 100 : A++ - Outstanding
80 - 89 : A+ - Excellent

70 - 79 : A - Very Good
60 - 69 : B+ - Good

50 - 59 : B - Average
40 - 49 : C - Satisfactory



Dr. N. RAMAN

PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107

