

Course: Speaking Effectively

Course Code: noc21-hs05

Session: 2020-21

Duration: 8 Weeks

Assessment procedures: Weekly Assignment (25%) + proctored certification Exam (75%)

Curriculum of the Course:

Week 1: Introduction

- The Art of Speaking
- Encoding Meaning Using Verbal and Nonverbal Symbols
- Cross Cultural Communication
- Verbal Communication
- Encoding Meaning Using Verbal Symbols
- How Words Work and How to Use Words

Week 2: Nonverbal Communication

- Encoding Meaning Using Nonverbal Symbols
- How to Improve Body Language
- Eye Communication, Facial Expression, Dress and Appearance
- Posture and Movement, Gesture, Paralanguage
- Role Plays and Activities

Week 3: Phonetics

- Standard Language and Queen's English
- Phonemes of English: Vowels
- Phonemes of English: Diphthongs and Consonants
- Stress and Rhythm
- Intonation

Week 4: Voice and Delivery

- Voice and Personality
- How to Improve Voice
- How to Improve Delivery
- Pace, Pause, Pitch
- Volume, Modulation, Resonance

Week 5: Basic Conversational Skills

- Greetings and making introductions
- Asking for information and giving instructions
- Making requests
- Agreeing and disagreeing
- Making recommendations

Week 6: Appearing in Interviews and taking Interviews

- Interviewing Skills
- Appearing in an Interview
- Conducting an Interview
- Analysis of a bad interview
- Analysis of a good interview

Week 7: Making and Assessing Presentations

- How to Make Successful Presentations
- How to Make Successful Presentations
- Analysis of a Bad Presentation
- Analysis of a Good Presentation

Week 8: Group Discussions and Meetings

- Participating in a Meeting
- Chairing a Meeting
- Analysis of an ill conducted meeting
- Analysis of a well conducted meeting

List of students enrolled

S. No	Name of Student
1	Akshita Singhvi
2	Harsh Kumar
3	Aditya Nehra
4	Aditya Sharma
5	Ritika Agarwal
6	Akanksha Foujdar
7	Akanksha Foujdar
8	Aman Deep Singh Sandhu
9	Amishi Gupta
10	Amit Kumar
11	Amit Kumar
12	Anchal Gupta
13	Anshika Khandelwal

14	Anshul Sharma
15	Arzoo Jalendra
16	Avadhesh Chasta
17	Bhavya Anand
18	Debopam
19	Deepanshu Maheshwari
20	Divam Pareek
21	Garvit Jaiswal
22	Garvit Tambi
23	Nishkarsh Goyal
24	Ashima Gupta
25	Hardik Tyagi
26	Harshit Kumar Sevkani
27	Arpit Agrawal

28	Jahanvi Rathi
29	Manthan Jain
30	Karan Sabnani
31	Kartik Sharma
32	Khushboo Rathore
33	Kirti Soni
34	Kritika Surana
35	Kshitij Kumawat
36	Arvind Kumawat
37	Lalit Kumawat
38	Gaurav Sharma
39	Kunal Shringi
40	Kushal Rawat
41	Lokesh Choubisa
42	Madhur Khandelwal
43	Shubham Maheshwari
44	Khushi Malasiya
45	Muskan Meena
46	Pooja Kumari Meena
47	Mehul Nandwana
48	Mohit Agarwal
49	Mohit Jain
50	Mohit Kumar Pamnani
51	Harsh Singh Narooka
52	Neha Maheshwari
53	Pawani Bhardwaj
54	Pranav Parashar
55	Prashu Jain

56	Prateek Goyal
57	Nagendra Singh
58	Ved Pratap Singh
59	Ratan Soni
60	Rishabh Shrivastava
61	Rohit-Verma
62	Ritesh Sharma
63	Sakshi Khandelwal
64	Samridhi Arya
65	Yogendra Singh
66	Shivam Garg
67	Shiv Maheshwari
68	Shruti Chauhan
69	Shruti Dubey
70	Shubham Nagar
71	Shubhnesh Sharma
72	Sonal
73	Satendra Singh
74	Shubham Udsaria
75	Navneet Kumar
76	Tushar Soni
77	Iqjot Valecha
78	Vikesh Kumar Patidar
79	Vishal Dandia
80	Vishal Kumar Nama
81	Tushar Vijayvargia
82	Shivam Sharma