

A 40 Hours Course on Public Speaking

Remember, 'How' you say things in addition to 'what' you say = success

The course aims to turn those with the usual public speaking fears and phobia into polished professionals who get their ideas across with poise and enthusiasm. Tap into these techniques and achieve amazing results with *Public Speaking*.

Take the step from nervous novice afraid to speak to savvy pro eager to address.

By the end of this course participants will be able to use English to:

- Show higher-order knowledge in terms of the use of second language in presentations.
- Prepare well-structured MS Power Point slides keeping in view all technical aspects such as standard font, font size, organization of content, effective visual aids, and time management.
- Show deeper knowledge in analyzing target audience and tailoring their speeches/slides according to a target audience in relation to content editing and other aspects.
- Use and vary body language and tone with regard to topic being presented.
- Analyze public presentations (speeches and slides) focusing on the above technical aspects of presentations.

Topics

- >Do's & Don'ts of Public Speaking
- >Overcoming the Fear of Public Speaking
- >Speech, Debate & Presentation
- >Structure of Presentation
- >Types of Presentations
- >Speaker's Voice
- >Audience Analysis
- >Effective Use of audio/visual aids
- >Effective Use of Humor, Ice-Breaks, etc.
- >Non-Verbal Aspect
- >Handling questions effectively

Date:

November 29-December 29, 2013 (Friday to Sunday)

Timings:

5:00 pm to 8:00 pm (Friday & Saturday)
9:00 am to 12:00 pm (Sunday)

Fee:

PKR 16,000/- (inclusive of course material & certificate)

Registration forms & fee challans are available at our website. Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006. No fee will be accepted in cash/cheque at our office .

Classes will be held at IBA, City Campus: Garden/ Kayani Shaheed Road, Karachi

Skill Development Program

For queries & information:

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SKILL DEVELOPMENT PROGRAM

Adding Skills to Experience

<http://cee.iba.edu.pk/BEnSDP.shtml>

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