

**Public Speaking**  
**Prof. Binod Mishra**  
**Department of Humanities and Social Sciences**  
**Indian Institute of Technology - Roorkee**

**Lecture: 54**  
**Some Other Forums of Public Speaking**

Welcome back to NPTEL online certification course on Public Speaking. In the previous lecture away, we talked about creative thinking and we also came to know about its usefulness in various public speaking situations. My dear friends, we have already discussed in lecture number 42 and 43 about conferences. While conferences have their own significance, on many occasions in academia, business advertising or some other fields you may come across other public speaking opportunities where you have to display your speaking abilities with the same élan with the same subtlety that you have displayed and exhibited in some major public speaking situations. Thus, in this lecture we are going to talk about some small group communication situations such as seminar, symposium, workshops and panel discussions and that is why this lecture has been titled as some other forums of public speaking.

My dear friends even though the terms like conferences, seminars, workshops, symposiums panel discussions appear alike but then they are different and in this lecture we shall try to see their differences and also see how we can make ourselves ready to face such small but important public speaking situations. Now, there are some very popular forums for discussion and as a public speaker you have to show your speaking abilities, prove your speaking prowess in all these.

Say for example, the very first is conference we have already discussed a lot about conference in lecture 42 and 43 where we have also discussed the various ways not only of organizing the conference where your public speaking abilities are to be tested and also while giving presentations in conferences but at the same time we could also see that how giving a presentation in a conference is different from organizing a conference and your roles become different.

Now another important small group communication is symposium. Now you might be thinking about what a symposium is.

(Refer Slide Time: 04:07)

**Popular Forums for Discussion**

1. **CONFERENCE:** A platform to confer with people on a topic (of wider spectrum than seminar or symposium) and to collaborate their experiences and opinions.
2. **SYMPOSIUM:** A group of knowledgeable participants to examine different aspects of a problem, ensued by an open discussion. Ideal for reviewing multiple researches on a common theme.
3. **CONVENTION:** A fellowship get-together of a close-knit fraternal group, for instance, professional gatherings of companies, political parties.
4. **SEMINAR:** A discussion in a small group where a paper-presenter reports his/her findings, followed by a detailed discussion.
5. **PANEL DISCUSSION:** A process of co-operative thinking enabling a direct exchange of ideas on a topic by a group of experts.

```
graph TD; A[DISCUSSION FORUMS] --- B[CONFERENCE]; A --- C[SYMPOSIUM]; A --- D[CONVENTION]; A --- E[SEMINAR]; A --- F[PANEL DISCUSSION];
```

2

A symposium, actually, is a such a sort of gathering where participants especially the knowledgeable ones examine different aspects of a problem ensued by open discussion. A symposium is ideal for reviewing multiple researchers on a common theme. Then comes conventions----- you might have come across this term especially in marketing especially in the world of business it is actually a sort of fellowship get together of a close-knit fraternal group it is smaller fine.

So all these that I am discussing are going to discuss today is a small group communication. They are completely smaller than the gatherings which we come across in conferences. So, it is actually confined to a fraternal group since it is a sort of professional gatherings especially of companies, certain agencies and even political parties for that matter as well. Then comes seminar----- if you are students you might be very much familiar with this word seminar, you which can be organized at any time you have to give several seminars, fine?


If you are following a course sometimes these seminars which also are a small group communication, where a speaker or a presenter reports his or her own findings and their findings are open to discussions and the people who actually observe these speakers, can come up with their points, their suggestions. Then comes panel discussions. Now this panel discussion is actually a sort of cooperative thinking enabling a direct exchange of ideas on a topic by a group of experts.

Now we will also see how all these terms which are most often applicable in academia, fine how they are different from each other and how all these are different. Now let us begin with the smallest one which is a seminar, fine ?It can be at regular intervals fine.




**(Refer Slide Time: 07:14)**

### Seminar

- A seminar may be defined as a small gathering of people who come interact together to discuss the delineated topic.
- It is a mode of group communication, usually academic in nature.
- Oral, as well as written presentations, are made.
- The sessions are followed by question and answer sessions.
- It is a mixture of speech and group discussion.
- It always has a chairperson.



[This Photo by Unknown Author is licensed under CC BY](#)

3

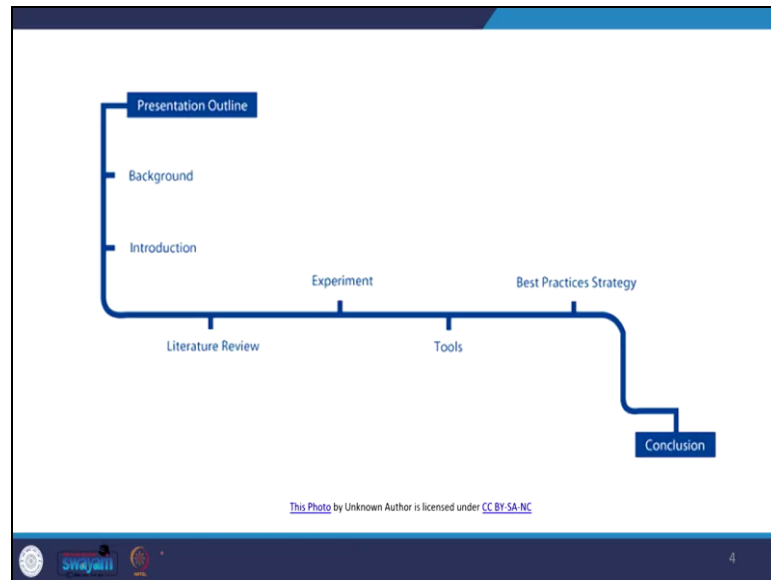
So, if we have to define a seminar we can always define a seminar as a small gathering of people who come and interact together to discuss the delineated topic. You may bring your own findings you may bring your own research outputs. And since it is a mode of group communication, most of the time you will find these seminars are very much academic in nature. The presenters in seminars bring their written presentation but they have to speak it or present it before a group of people.

And then one also needs to be very much prepared for Q and A session--- question and answer session. That is why when you are going to give a seminar first ensure that you have already done your homework you have anticipated all the questions that can be put because the discovery that you have made is completely your own and there can be people who can raise questions. A seminar is a mixture of speech and group discussion.

You are already familiar with group discussion where there are several people who will be discussing. But here you as a speaker or a presenter will present your own findings but then when it is over there can be a question answer session. A seminar, like all other conferences, and other such academic events has got a chairperson, fine ?And the chairperson's role is very important.

Now you will find that when you are preparing for a seminar, at times you are asked that you have to give a seminar your teacher, your supervisor, your instructor may give you a title and then they can always tell you that you have to give a seminar before your topic is going to be fixed. Now what are you going to do.

**(Refer Slide Time: 09:31)**



First, you create a sort of background and for that as we have already discussed and mentioned earlier you make a lot of survey, is not it? And then finally when you feel that now is the time you come up with some of your findings and where queries which you are going to address. So, after your literature review, it actually may vary if it is a sort of engineering or science field naturally you will come with a sort of experiment.

But if it is literature, history, humanities whatsoever you come up with prepositions thought patterns ideas and finally you also have to mention the tools that you have applied in coming to your findings. Especially in literature we tell them what sort of theoretical model who are the theorists that you are going to take. How do you think that his views are applicable? How do you feel that you can really contradict the views of Mr such and such? And then finally you come to a conclusion.

Now why do you think seminars have got a relevance and they are significant and they are also helpful to you as a public speaker.

**(Refer Slide Time: 10:49)**

## Significance of Seminar

- ❑ A seminar is operational in fetching the experts' experiences and views in a particular subject matter.
- ❑ It includes meaningful discussions on the existing literature, data and presented papers, their summaries and recommendations.
- ❑ It is an effective method of oral communication.
- ❑ The presenter has the responsibility of carefully articulating the intended subject matter.

Because it is a seminar that can help one fetch the significance of the experience of the expert's views in a particular subject matter since it is a small group communication I mean you get more time for discussion even if at times you also have some sort of queries, you can ask the experts. Sometimes, we invite experts from different areas depending upon the topic and the exigency of the field. Seminars are meaningful discussions and they can help us challenge an existing notion and existing principle.

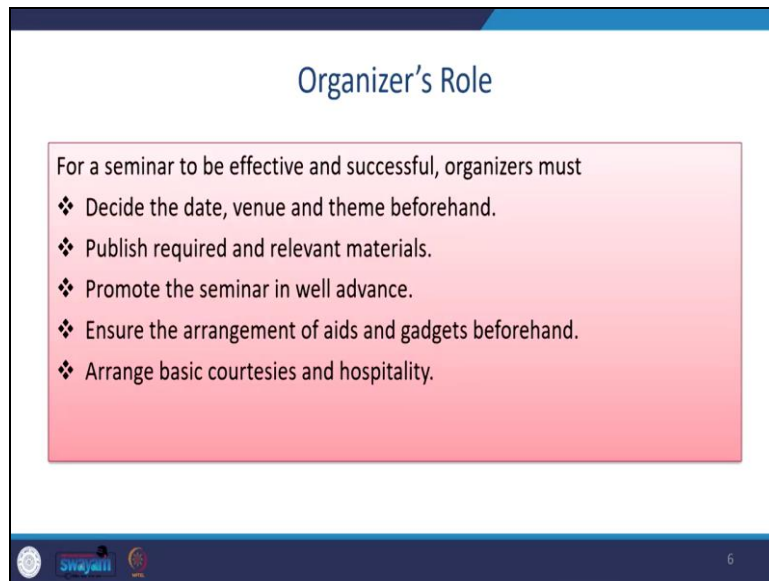
And it can also help you come up with some new findings on existing literature data and papers presented with summaries and recommendations. It provides you as a public speaker an opportunity to speak orally and you know the nuances of oral presentations. So, you must rather apply all the methodologies, all the nuances that we have discussed so far while you are going to give a seminar.

Moreover, as a responsible speaker you must be aware of how you are articulating. How you are presenting the subject matter, because the public speaker's role is also to convince is also to argue, and to present before the experts the knowledge that you are trying to bring. The knowledge, the Innovation that you are trying to reach with your research or with your problem. Now since seminar is a very significant academic event there are certain roles to be played here, to be enacted here.

I mean when whenever any seminar is to be organized you will find that the roles are allocated. So, somebody has to organize it. You see, life actually provides us with such

situations where we can get several roles there are at times roll reversals also. So, as an organizer what can be your role.

**(Refer Slide Time: 13:22)**



**Organizer's Role**

For a seminar to be effective and successful, organizers must

- ❖ Decide the date, venue and theme beforehand.
- ❖ Publish required and relevant materials.
- ❖ Promote the seminar in well advance.
- ❖ Ensure the arrangement of aids and gadgets beforehand.
- ❖ Arrange basic courtesies and hospitality.

Swajati 6

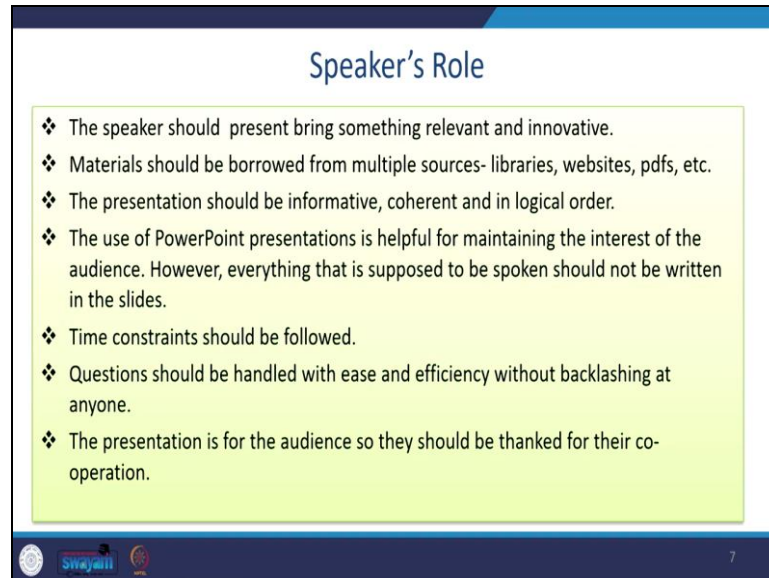
In order to make any seminar successful and effective from the organizer's point of view, you as an organizer have first to decide the date when you and while doing that please seek the approval of those people, seek the consent of those people who can be accessible or who can situate that their prior commitments do not clash with it. That is why whenever you are going to organize a seminar please check the venue check the time check the theme.

And, if it is so, it is better that you provide the relevant materials if you are going to promote it to more and more people I think advanced notification or information is a must and it is not only to organize the seminar simply by asking somebody to provide his or her views rather there are some small courtesies also involved in it arranging the local hospitality arranging the basic curves is and nowadays because most of the seminars are held sometimes in the virtual mode.

But depending upon the speakers' need, you also may have to provide them with the necessary equipments gadgets and aids for that the organizer must ensure after consulting this speaker what are the aids required for this event. So, if it is taken care of then there is no problem for a seminar to not be successful. Then it is not only the role of the organizer but as a speaker you also have a role.

You might be thinking that as a speaker in a seminar will my role be different even though your role will be just like all other public speaking situations but stay to it that what you are going to present is somehow or the other innovative.

**(Refer Slide Time: 15:56)**



### Speaker's Role

- ❖ The speaker should present bring something relevant and innovative.
- ❖ Materials should be borrowed from multiple sources- libraries, websites, pdfs, etc.
- ❖ The presentation should be informative, coherent and in logical order.
- ❖ The use of PowerPoint presentations is helpful for maintaining the interest of the audience. However, everything that is supposed to be spoken should not be written in the slides.
- ❖ Time constraints should be followed.
- ❖ Questions should be handled with ease and efficiency without backlashing at anyone.
- ❖ The presentation is for the audience so they should be thanked for their co-operation.

Swayam 7

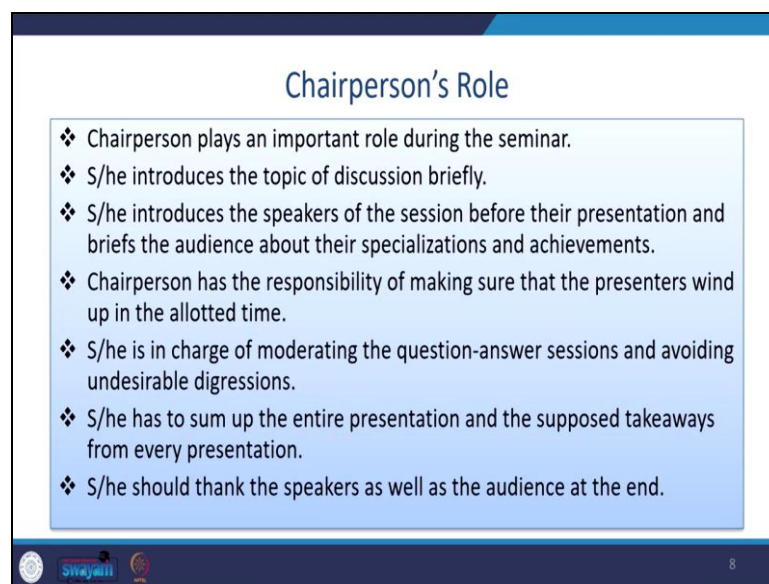
It is not the existing one, it is something new for that you already might have done ample amount of literature survey, ample amount of research. You might have visited several websites, consulted several libraries and then when you have done all that like in other publicly speaking situations you are actually to tailor it in a manner that seminar presentation becomes informative, innovative, coherent and logically arranged.

Now most of the speakers in the seminars prefer Power Point presentations. Now in order to deliver a PowerPoint presentation, you can refer back to the lecture when we were talking about professional oral presentations----- how you can make your oral presentation successful while making use of the visuals, fine, in order to sustain the interest of the audience members. One should always remember that everything that is supposed to be spoken, because while you are going to make your slides, see to it that everything is not written there otherwise what where will be the task of the speaker fine. The certain things that need to be expatiated explained reasoned and for that the speaker himself is responsible. In every for every seminar you will be allotted some time. Please try to see that time is respected fine. And after your seminar comes to an end there are many eager people with their questions.

See to it that you handle all the questions with care, ease and efficiency. Sometimes there may be questions which may be challenging I mean please keep your patience do not backlash at anyone. The presentation is for the audience you remember my previous words of one of the lectures where the presentation is for the audience. So, talk to the audience not at them. So, do not satirize/ criticize.

So, the presentation is for the audience that is why see to it that after your presentation is over all the members all the audience members are to be thanked. The role of the speaker and organizer have already been explained. But what is the role of the chairman sometimes you may also be in the chair how would you deal with it? fine. So, the chairperson is a very important person as you all know and actually the chairperson will first introduce the topic very briefly, fine?

**(Refer Slide Time: 18:49)**



The slide is titled "Chairperson's Role" and contains a list of seven bullet points, each preceded by a diamond symbol. The slide has a blue header and footer. The footer includes the Swayam logo and the number 8.

- ❖ Chairperson plays an important role during the seminar.
- ❖ S/he introduces the topic of discussion briefly.
- ❖ S/he introduces the speakers of the session before their presentation and briefs the audience about their specializations and achievements.
- ❖ Chairperson has the responsibility of making sure that the presenters wind up in the allotted time.
- ❖ S/he is in charge of moderating the question-answer sessions and avoiding undesirable digressions.
- ❖ S/he has to sum up the entire presentation and the supposed takeaways from every presentation.
- ❖ S/he should thank the speakers as well as the audience at the end.

He will also introduce the speaker as we have seen in some other public speaking situations and then he in a way very briefly tells about the specialization of the speaker and then he will ensure that the presenters respect the dignity of time. The major role of the chairperson is during the question and answer session some of the questions also may be very challenging. And in such a situation, it is actually the Chairman's role to moderate this session.

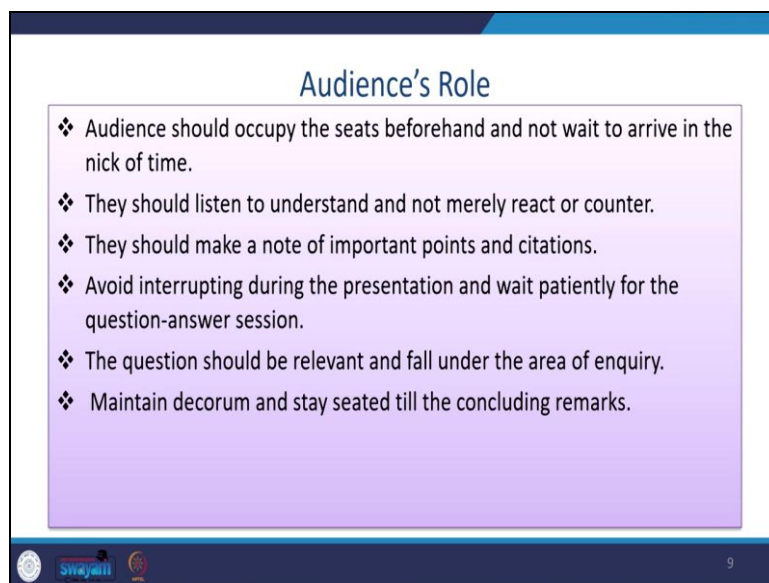
And also see to it that in case of some difficult situation in case of some undesirable digressions deviations the chairperson says to it that they are controlled. While the presentation comes to an end once again it is the chairperson who will tell them what are



actually the takeaways of the entire presentation and then like the speaker the chairperson will thank also the speaker and the audience members.

You might be thinking that are audience members also important? Do they also have a role to play? We have already discussed in one of the lectures about audience awareness. Of course, audience members are also to see that they are very much cooperating is not it. Audience members can actually help the speaker succeed or fail. How sometimes you will find that there are many audience members who will not come in time and they will always be in a way coming after time and that actually brings a sort of distraction.

**(Refer Slide Time: 20:50)**



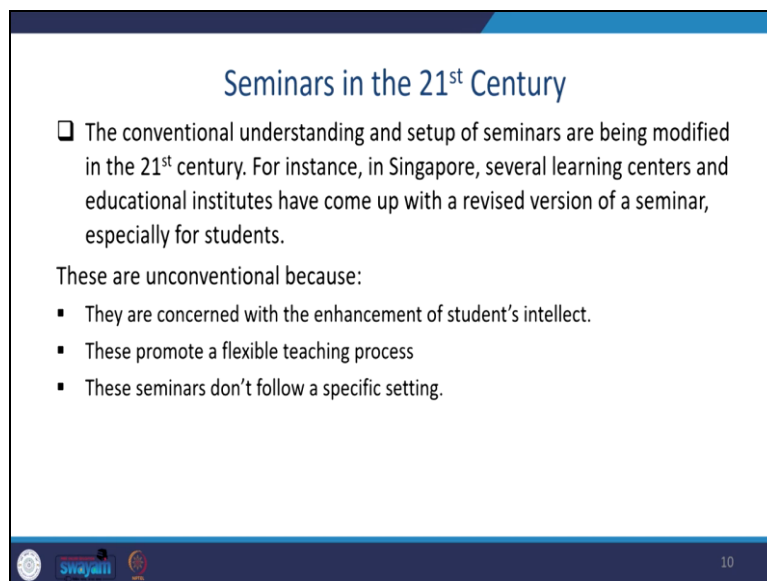
So, the audience members should listen to and while listening they should see to it that they are cooperating is not it if they feel because the seminar is a small group. So, actually they will feel that there are some points that can be jotted down, so they will jot down and the audience member's role is not to interrupt many of them will be very eager to ask questions please wait fine.

So, you also may be, at times, a member of the audience group. So, please have the patience wait till the presentation or the seminar is over and when you are in a position to ask the question ask the relevant questions. It is always better if even the audience member can also maintain a sort of decorum and sit till the end of the event at times it has been seen that many of them when they feel that they are not interested in it.

They somehow or other want to leave the hall, the venue and that also in a way tries to disappoint the speaker. My dear friends, you are a speaker sometimes but you are also a part of the audience members and those who are the part of the audience members they also may be the speaker. So, think of it if you keep yourself in the position of the speaker you may understand what actually are the challenges.

So, it is better that you cooperate with the speaker. Nowadays there has actually been a change in organizing the conferences and the seminars.

**(Refer Slide Time: 22:36)**



**Seminars in the 21<sup>st</sup> Century**

- ❑ The conventional understanding and setup of seminars are being modified in the 21<sup>st</sup> century. For instance, in Singapore, several learning centers and educational institutes have come up with a revised version of a seminar, especially for students.

These are unconventional because:

- They are concerned with the enhancement of student's intellect.
- These promote a flexible teaching process
- These seminars don't follow a specific setting.

swayamii 10

Especially in many countries especially in Singapore there are several Learning Centers and educational institutes which have come with a revised version of seminar. They actually appear to be very unconventional because these are concerned with the enhancements of students' intellect and they also promote a sort of flexible teaching process and these seminars do not follow a specific setting. It may be at a very short notice, it may also allow other members who actually are interested to come and participate.

**(Refer Slide Time: 23:19)**

Types of Seminars for Student Interaction and Communication			
Community seminar	Content Area seminar	Faculty seminar	School-Wide seminar
<ul style="list-style-type: none"> <li>• Involves adults with some common purpose</li> <li>• Organised for people facing difficulty at work</li> <li>• Improves collaboration between two groups/individuals</li> </ul>	<ul style="list-style-type: none"> <li>• A training seminar with integrated classroom model</li> <li>• Students can look at their curriculum objectively</li> </ul>	<ul style="list-style-type: none"> <li>• It involves professionals who can share their experiences.</li> <li>• These are capable of changing education culture and give new learning experience to students.</li> </ul>	<ul style="list-style-type: none"> <li>• Designed for schools for cultural diversity and promotion</li> <li>• Seminar leaders may change/modify the questions as per their requirements</li> </ul>

Now there are other types of seminar especially for student interaction and communication. You may find that sometimes it may be a community seminar where adults with some common purpose gather and they give a presentation. Such a seminar is organized for people who at times face difficulties at workplace there is one advantage to this seminar that it actually increases, enhances the collaboration between two groups.

Then there can be content area seminar which will be very much focused. Students can look at their curriculum objectively. Sometimes, there are faculty seminars also. Now, here you will find some difference where the professionals only are there and they are actually capable of changing the education culture and they can provide some innovative ideas. Then nowadays the schools are also having seminars, conventions? fine.

So, seminar leaders may have a facility of modifying the question as per the requirements.

**(Refer Slide Time: 24:22)**

## Symposium

- ❑ Symposium (Greek: συμπόσιον symposion or symposio, **from συμπίνειν sympinein, "to drink together"**) was a part of a banquet that took place after the meal, when drinking for pleasure was accompanied by music, dancing, recitals, or conversation.
- ❑ A symposium is "a public presentation in which several people present prepared speeches on different aspects of the same topic" (Lucas 408).
- ❑ It consists of a moderator and several speakers.



12

Then comes Symposium; Symposium is actually a Greek word that comes from sim po zion or symposio which actually means to drink together. It actually came up in the 16th century but now it has become very popular. In those days it was considered to be a part of banquet that took place after the meal when drinking for pleasure was accompanied by music, dance recitals or conversations.

Nowadays, Symposium has become a public presentation where several people present prepared speeches on different aspects of the same topic. Symposia and conferences are more formal. Symposia are actually used specially for group presentations. Symposium also consists of a moderator and there are several speakers. Now, like all other moderators, moderators in Symposium also introduce the topic and also the speaker.

**(Refer Slide Time: 25:28)**

## Contd...

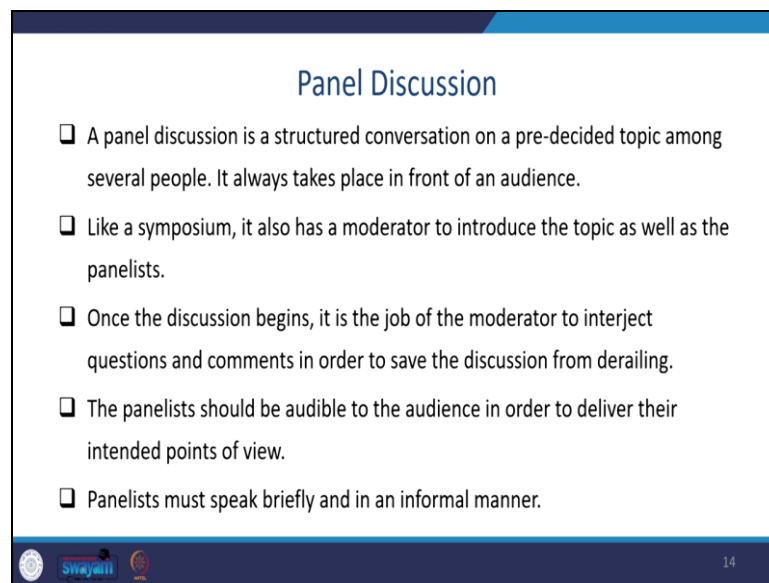
- ❑ The moderator introduces the topic as well as the speakers.
- ❑ The talks/speeches are followed by a question-answer session.
- ❑ It is used for group report presentations.
- ❑ All the speeches are required to be aptly planned and delivered.
- ❑ Co-ordination is the key in this kind of presentation.



13

And it is also followed by a question- answer session, as I said. It is usually for oral group presentations oral report presentations all the speeches or talks are required to be planned properly planned and delivered. In this sort of presentation coordination is mandatory coordination is a must. Now, we come to panel discussion. We have already discussed panel interviews.

**(Refer Slide Time: 26:08)**



The slide is titled "Panel Discussion" in a blue font. It contains five bullet points, each preceded by a square icon with a white checkmark. The text of the bullet points is as follows:

- ❑ A panel discussion is a structured conversation on a pre-decided topic among several people. It always takes place in front of an audience.
- ❑ Like a symposium, it also has a moderator to introduce the topic as well as the panelists.
- ❑ Once the discussion begins, it is the job of the moderator to interject questions and comments in order to save the discussion from derailing.
- ❑ The panelists should be audible to the audience in order to deliver their intended points of view.
- ❑ Panelists must speak briefly and in an informal manner.

At the bottom of the slide, there are logos for "Swayam" and "SWAYAM" on the left, and the number "14" on the right.

Like panel interviews, here also there is a panel and you will find panel discussion is a structured conversation where there are several panellists and these panellists usually are experts. Now all these panellists are supposed to provide their own views or put for their own views. So, here once the discussion begins before the discussion begins there is a moderator who will introduce.

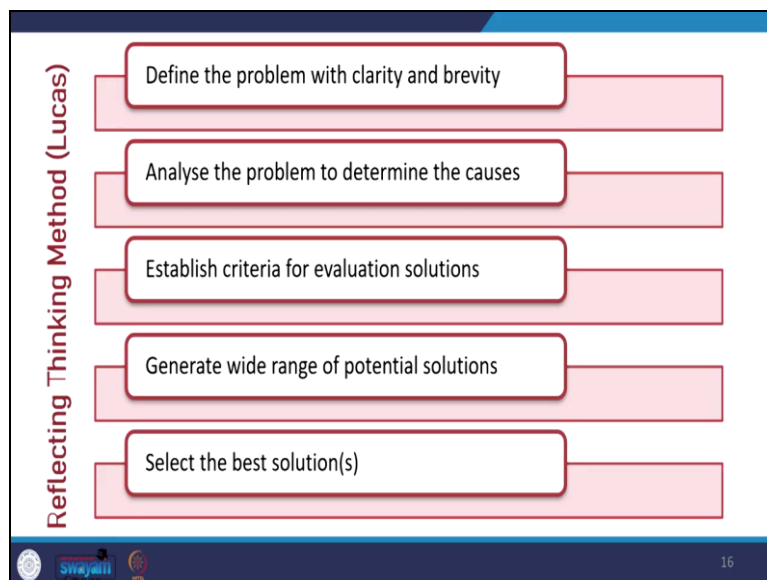
And the moderator may interject questions and comment in order to save the discussion from derailing because where there are so many wise people, there is bound to be a sort of derailing that is why the moderator here can interject at any moment of time. The panellists should be audible in order to deliver their intended points of view and you know the panellists must speak very briefly and also informal manner at times.

Now when the question- answer session is there, you see the panel discussion is very spontaneous that is why I say it is a bit informal and the audience members enjoy it more than any other academic event. So, every panellist should also be beware of not making the entire discussion around themselves. Sometimes if you are very much tempted to speak more and

more I think it is very difficult for members because audience members also enjoy this discussion because all the other experts they will at times contradict the last time support.

So, the discussions are meant for the panellists and audience. So, only a few voices should not dominate. It is always said that good panellists never monopolize. As an audience member, you also must be mindful and ask related questions and not just become a mere spectator. Now in this regard in order to make any panel discussion very much successful, let us also bring here John Dewey's reflecting thinking method, where is John Dewey provides it as a very systematic approach, as to how one can become successful in a panel discussion or in some other forms of discussion.

**(Refer Slide Time: 28:23)**




He says--- first define the problem with clarity and brevity, then try to analyze the reasons, the causes then how it can be evaluated evaluating criteria and then generate the wide range of potential solutions and finally select the best solution. So, in a way when you are a part of a panel discussion. if you are aware of this reflective thinking method which was propounded by John Dewey an American psychologist philosopher.

So, you will find that there is much food for thought in this process. Then we come to work shops. Sometimes you know people very jokingly say Workshop is more of a shop than of a work fine my dear friends according to Collins Dictionary.




**(Refer Slide Time: 29:16)**

## Workshop

- ❑ According to Collins Dictionary, “A workshop is a period of discussion or practical work on a particular subject in which a group of people share their knowledge or experience.”
- ❑ The chief objective of any workshop is to add to the expertise of every participant.



This Photo by Unknown Author is licensed under [CC BY-ND](#)




17




“A workshop is a period of discussion or practical work.” See how this is different. Here are the people who are going to organize the workshop. They are actually displaying their own experiment they are displaying their own policies and the chief objective of any Workshop is to add to the expertise of every participant. You will find that it is very much practical oriented and that is why in Workshop because you as a person who is conducting the workshop you have the freedom.

How you can convince other people because you are either selling an idea or you are trying to promote some policy or you are trying to convince people about a new product or a policy or whatsoever.

**(Refer Slide Time: 30:12)**

### When to conduct a workshop?

- At the beginning of any new venture
- During the initial training of staff or volunteers
- For the in-service training and development of staff or volunteers
- For the demonstration of a new concept
- For the explanation of something to the public
- Because of the availability of a knowledgeable presenter

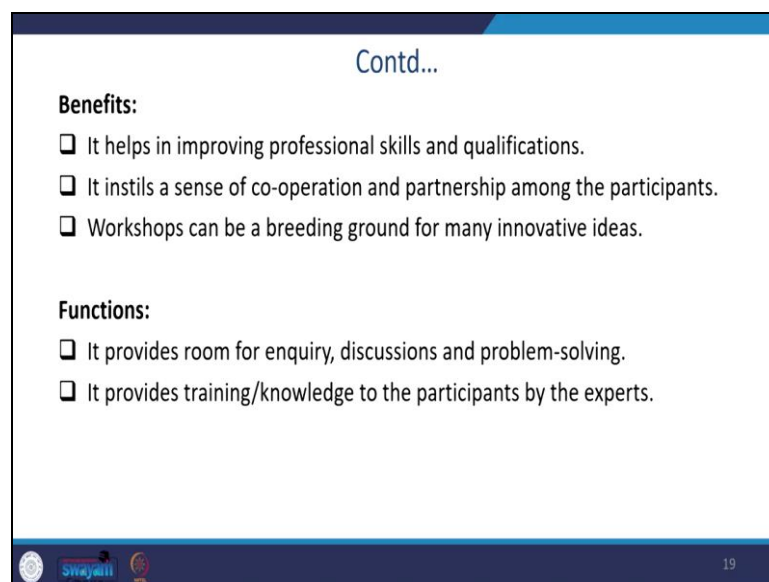



18

Now you might be thinking as to when and in which manner to conduct a workshop you will find that most of the workshops are often organized or conducted when something new is to be introduced or promoted. So, just in the beginning before a new thing comes to the market a workshop will be there before a new policy is launched a workshop will be there. So, during the initial training of a staff or volunteers.

Some new people have come and joined our organization naturally there will be Workshop where they will be acquainted with the policies of the organization. Workshop can also act as a sort of in-service training and it can also lead to the development of Staff or volunteers as I have been saying that it is for the promotion of new concept, new idea, new experiment, new policy fine, something new that came to the market.

It is for the explanation of something to the public at large and you know in order to conduct a workshop you need a person who is a seasoned one, who knows the ins and outs of everything because after the workshop is over people may come up with questions and you must be ready for that, fine? So, one must try to sharpen his or her knowledge about the product policy idea experience whatsoever before one conducts workshop.

**(Refer Slide Time: 31:32)**



The slide is titled "Contd..." and is divided into two sections: "Benefits:" and "Functions:". Each section contains a list of three items, each preceded by a square checkbox icon. The slide also features a footer with logos for "Swayam" and "19".

**Contd...**

**Benefits:**

- It helps in improving professional skills and qualifications.
- It instils a sense of co-operation and partnership among the participants.
- Workshops can be a breeding ground for many innovative ideas.

**Functions:**

- It provides room for enquiry, discussions and problem-solving.
- It provides training/knowledge to the participants by the experts.

19

Now what are the benefits? The benefits are not only a workshop helps in improving professional skills and qualifications but it also instils a sense of cooperation and partnership among the participants. Workshops can be a breeding ground for many innovative ideas. When we talk about the functions of it, it actually provides ample room for inquiry discussion and questions which are related to problem solving.



It can train other people, it can acquaint them fine it can add to the knowledge of others with the help of experts. Now, my dear friends! you might be thinking that why a workshop is conducted. What is the purpose, as I have been saying only to promote new trends and indispensable information as you will find that since the people as audience members will be diverse, so, a group of participants sometimes they organize workshops with a group of participants?

With a group of people who are going to tell you something about the new product new policies. And the duration of a workshop depends upon how long the organizers have to offer especially in the world of cell phones, every other day you might be coming across several workshops being arranged just to protect promote the product it can be sometimes for one day or it can be sometimes for more.

**(Refer Slide Time: 33:06)**

Contd...

- ❑ In order to conduct an effective and successful workshop, one requires to plan and prepare thoroughly on the different aspects of the workshop: the tentative audience, the motif of the workshop, venue, duration, activities, and availability of various equipment.
- ❑ One should also keep in mind **the importance of feedback** in order to cater to the needs of the audience as well as for personal growth.

21

Now in order to conduct an effective and successful workshop, one actually has to make a lot of planning as for other public speaking situations. One also has to target the different aspects, namely audience members, and the motive the aim behind the workshop the venue, duration, activities and availability of various equipments. Sometimes you might have found that they are providing you some informative bulletins, brochures and all these are distributed also during a workshop.

When they are talking about a new software once again and they are also providing a sort of training they are also providing a display of how something can be used if it is new. One

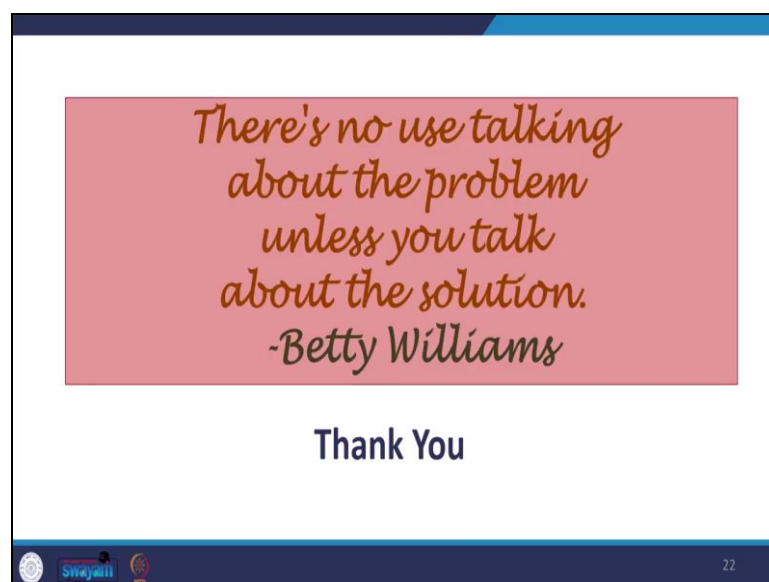
should also keep in mind the importance of feedback. Now Workshop is one such opportunity especially for organizers because the audience members is multilingual multicultural group they can also provide you some feedback.

And it is only on the basis of the feedback are some new measures will be taken in order to improve the quality in order to improve the policy or whatsoever that is why one should always keep in mind the importance of feedback in order to cater to the needs of the audience as well as for personal growth. My dear friends, you might have by now realized how some small group communications also are very significant. It is not only that as a public speaker you come across only large gatherings or you have to give presentations to a large group.

But at times you also have to speak, you also have to present your views ideas with small group challenges, not in giving presentation to a large group but the real challenge lies when you are going to give a presentation, a talk or a speech in a small group. I hope with these lectures you might find yourself in a better position than earlier in facing such snafus, as I call it I mean chaotic conditions from which you can come out triumphantly.

Before we come to end this talk let me take a quote by Betty Williams, one of the Nobel Peace Prize winners who says:

**(Refer Slide Time: 35:39)**



“There is no use talking about the problem unless you talk about this solution.” My dear friends, with your knowledge of critical thinking creative thinking you are now in a very comfortable state where you can handle both the large group communication situations and

also small group situations and you can provide a solution. Because once again rightly has been said by Betty Williams--- there is no use talking only about the problem.

But then what is important is you talk about the solutions. And all these conferences seminars symposiums workshops panel discussions actually open a new vista of knowledge and these pieces of information will help you reach a solution for the problems that at times or the other generate in your minds and in the minds of your friends. With this, I come to the end of this talk. Thank you very much for your patience and I wish you all the best.