

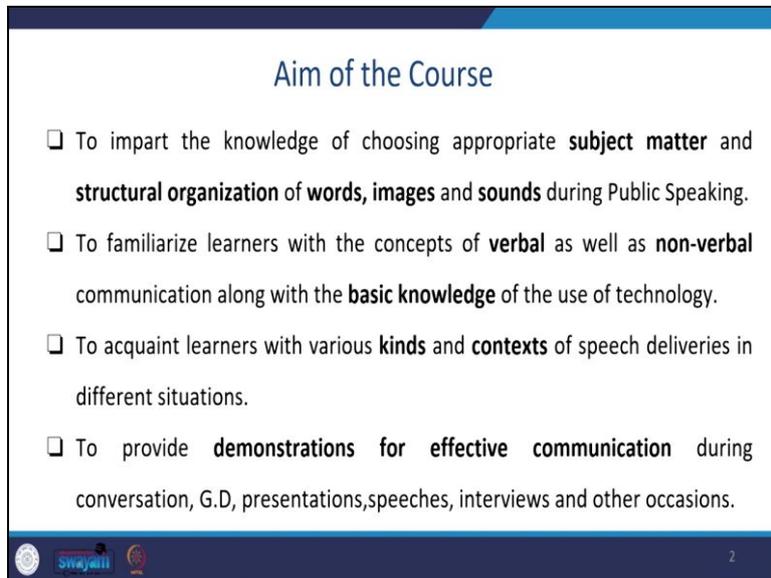
Public Speaking
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Lecture: 60
Summary and Conclusion

Welcome back to NPTEL online certification course on Public Speaking. My dear friends we have come a long way and today I am going to tell you about the long and short of this course and that is why I have titled today's lecture as **Summary and Conclusion**. We can have a brief overview of what we did what we gained what remained and what finally is ordained for future. Now this course entitled Public Speaking comprises 12 weeks and these 12 weeks comprise 60 lectures.

The entire course was divided into 12 weeks. Every week I had given a name and again in the name there is a sub- name which actually talks about the contents of the week. Now, let us try to see what are the things that we covered and towards the end we will also see how all these items will go a long way in your life to help you emerge as an effective, innovative successful speaker but before we go to discuss what we did in the weeks,

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Aim of the Course

- To impart the knowledge of choosing appropriate **subject matter** and **structural organization** of **words, images** and **sounds** during Public Speaking.
- To familiarize learners with the concepts of **verbal** as well as **non-verbal** communication along with the **basic knowledge** of the use of technology.
- To acquaint learners with various **kinds** and **contexts** of speech deliveries in different situations.
- To provide **demonstrations for effective communication** during conversation, G.D, presentations, speeches, interviews and other occasions.

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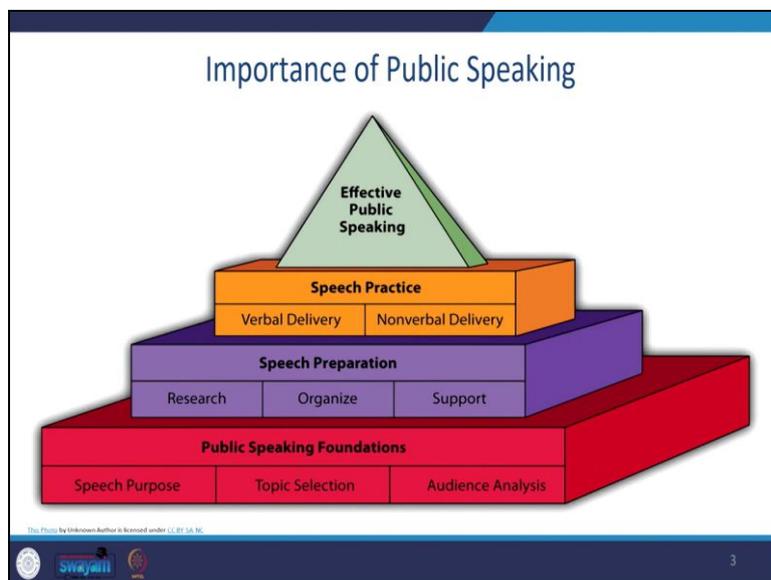
let us also have a recap of what were the aims of the course. My dear friends, dear learners from every nook and corner of the country! The aim of the course was in the beginning to impart the knowledge of choosing appropriate subject matter and a structural organization of words, images, and sounds during Public Speaking. Another aim was to familiarize the

learners with the concepts of not only verbal but also non-verbal communication, along with the basic knowledge of the use of technology.

We also had a name to acquaint our learners with various kinds and contexts of speech deliveries because this entire course is dedicated to speaking and hence we talked about speech deliveries in different situations. And once again another aim was to provide not only the theories of different types of speaking but also to demonstrate effective communication. My dear friends let me admit the fact that many of our learners many of our friends and many of our colleagues often think that Public Speaking is confined only to giving speeches and giving presentations.

But I actually tried my level best to provide it a broader canvas where we could also acquaint people with varieties of Public Speaking situations, whether you are conversing with friends or a group of friends or your participating in a meeting you're also participating in a group discussion you are participating in interviews you are also to prove your leadership skills you're also to call a meeting. So, all these different situations were actually the concern of this course.

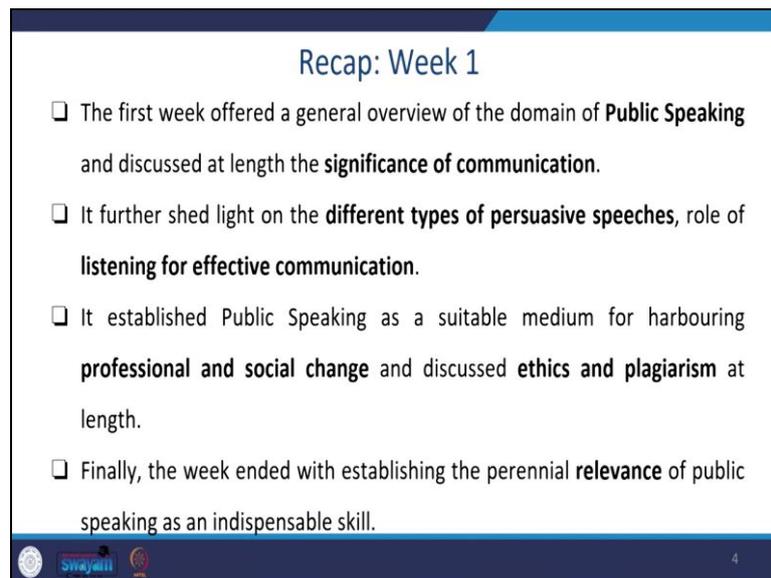
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Now in order to be a successful speaker or to say a public speaker, the various Public Speaking situations had to be made effective through verbal delivery, through non-verbal reflections and then we could also focus upon how before we go for some formal occasions where we had to speak how one had to do some amount of research how one had to gather data organize the data how one had to support how one had to counter.

What actually were the various foundations? What was the purpose, what actually could be the central theme of what moon was going to speak and finally and not in the least manner how we could deal with the audience? So, while one has to respond to these various situations one also has to see how in which manner the audience members are to be controlled. Now we shall be having the week wise summary because I have given this lecture the title as **Summary and Conclusion**.

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The slide titled "Recap: Week 1" contains a list of four bullet points, each preceded by a square checkbox. The text of the bullet points is as follows:

- The first week offered a general overview of the domain of **Public Speaking** and discussed at length the **significance of communication**.
- It further shed light on the **different types of persuasive speeches**, role of **listening for effective communication**.
- It established Public Speaking as a suitable medium for harbouring **professional and social change** and discussed **ethics and plagiarism** at length.
- Finally, the week ended with establishing the perennial **relevance** of public speaking as an indispensable skill.

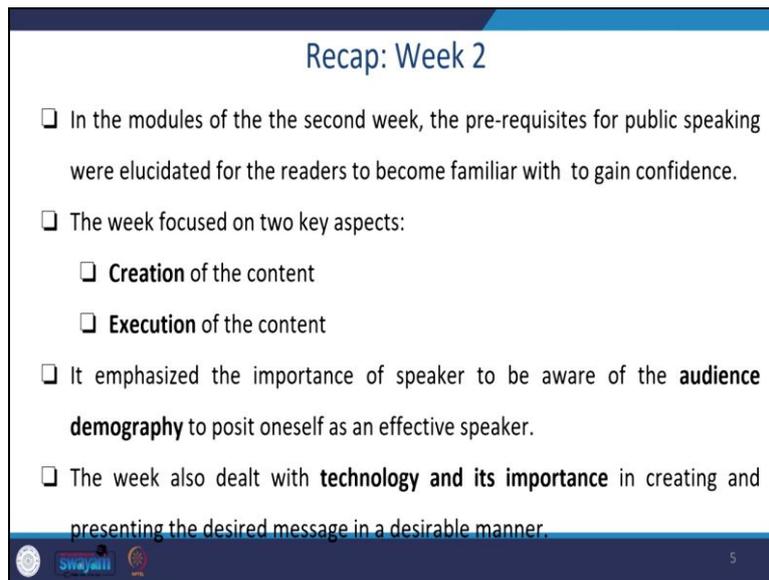
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So, the first week offered an overview of the domain of Public Speaking and also stressed upon the significance of communication in human life. It also threw light on the different types of speeches, different types of talks where persuasion used to be the mantra. It also focused on how listening could also impact our speaking and then we could also see that how in professional situations how in public situations how informal settings one also had to be conscious of the role of ethics and also plagiarism.

In order to see that nobody is harmed, rather everybody is warmed, nobody is warned rather everybody is intimated. And o, this week actually had a lot of focus on the rhetoric of Public Speaking and then the week came to an end by establishing the relevance of Public Speaking as an indispensable skill.

Coming to the second week, as the course started it gained momentum, it also gained weight it also lent learners the depth. So, in the second week the prerequisites of Public Speaking were deliberated upon where the main focus was on how to create the content, content creation, because it is not only to speak rather what one speaks matters a lot.

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The slide is titled "Recap: Week 2" and contains a list of four bullet points. The first point states that in the second week, pre-requisites for public speaking were elucidated for readers to become familiar with and gain confidence. The second point states that the week focused on two key aspects: "Creation of the content" and "Execution of the content". The third point states that it emphasized the importance of a speaker to be aware of the audience's "demography" to position oneself as an effective speaker. The fourth point states that the week also dealt with "technology and its importance" in creating and presenting a message in a desirable manner. The slide footer includes a Swajani logo and the number 5.

- ❑ In the modules of the the second week, the pre-requisites for public speaking were elucidated for the readers to become familiar with to gain confidence.
- ❑ The week focused on two key aspects:
 - ❑ **Creation** of the content
 - ❑ **Execution** of the content
- ❑ It emphasized the importance of speaker to be aware of the **audience demography** to posit oneself as an effective speaker.
- ❑ The week also dealt with **technology and its importance** in creating and presenting the desired message in a desirable manner.

And not only the content, content creation is important in the same manner as audience members are important. How one should observe one's audience's behaviour and how to respond to the varying behavioural tricks of the audience members, meaning thereby how a public speaker can have the awareness of his or her audience. So, not only the creation of the content but also the execution where we could see how the demography of the audience mattered more than anything else.

Despite the fact that one created a very good content but if one was not given ear to by the audience members what will happen? Ultimately, it will end in a sort of fiasco might have been and then some light was also thrown on the use of technology and importance. We need not forget the fact that we are living in an age of Technology where simply speaking cannot do well rather we have to take into consideration the varieties of role that we have to play from one situation to another, from one venue to another, where the expectations of the people are also that the speaker has to be conversant with the use of technology and we did that my dear friend.

Coming to week three where the title of the week three was converting ideas into action all of us gather ideas if we do not have. But the ideas have to be executed the ideas have to be converted into action and that action we call performative function, is not it?

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Recap: Week 3

- ❑ **Week 3** of this course shed light on several dynamics associated with the performative act of public speaking.
- ❑ It informed the learners of the **significance of awareness of cultural diversity** and its nuances while practising public speaking.
- ❑ It also emphasized the importance and the knacks of **casting a good first impression** as a public speaker.
- ❑ It equipped the learners to **diagnose and battle with the symptoms of glossophobia**.
- ❑ It reflected on how to attain **emotional intelligence** and imbibe a **positive ethos** in order to outshine as a proficient public speaker.

So, this performative function actually can be realized well only when we are aware of the various cultures, we are aware of the diversity, we are aware of how one can have a lasting impression on the audience members. We also gave importance to the fact that before a public speaker goes and starts the delivery, he has actually to impress, he impresses to express unless he can control the crowd he cannot speak well.

And then one thing that cannot be denied here, my dear friends, is that majority of us when we start speaking and especially if we are the novice ones, the new ones who are actually trying our hands at speaking--- they actually suffer from a sort of fear from a sort of anxiety from a sort of stress, and that we have studied under the term glossophobia. Glossophobia--- nervousness you can call it in a different manner. We also could throw light on the importance of emotional intelligence in controlling this glossophobia.

And we could also throw light on the positive ethos in order to outshine ourselves as a prominent, proficient, eminent speaker my dear friend. The course moved on week after week and it could provide you varieties the course also took in its stride when it came to week four the essential use of digression.

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Recap: Week 4

- In this week we discussed the essential **use of digression** and how different it is from distraction.
- We also explored the earliest modes and **forms of public speaking** and traced its **relevance on stages**.
- We discussed the **interactive space of classroom**- the do's and don'ts.
- We also elaborated on the **effective classroom delivery** with the help of theories and cues.

Now you might realize that digressions also are a must because audience members cannot be contented throughout listening only to one thing and the speaker has to use some nitty-gritty of digressing at times---- digress to come to the main line of thinking. We also explored the earliest modes and forms of Public Speaking because Public Speaking is not new rather in this new age it has gained a new momentum.

Today we have so many things at our disposal---- right from our cell phones to our computers, to various other gadgets through which we have to create a sort of balance in order to be an efficient public speaker. So, we also saw how there can be relevant stages at different points of time. We could also see how when we are going to speak how important it is to know the throw of one's voice.

How one has to interact in the classroom outside the classroom? How one has to deal with technology, how one has to deal with culture? How one has to deal with those audience members who actually are always threatening? How can we ease the threats how can we control? We also thought to it that effective classroom delivery is the first stage for new people to learn the nuances of Public Speaking.

The course came to week fifth, where much amount of time was devoted to the use of non-verbals. All of you might have realized that if a speaker simply kept on confining himself behind the dais showing no body language, showing no facial expressions, being stuck at one place. One can always think about the helplessness of the audience members.

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Recap: Week 5

- ❑ The fifth week of the course devoted itself entirely to study different dynamics of communication behaviour and patterns implicit in **non-verbal mode**.
- ❑ It mapped different areas of non-verbal communication starting from general **kinesics** to specifics of **touch (haptics)** and **voice (paralanguage)**.
- ❑ Concepts of **space (proxemics)** and **time (chronemics)** were essentialized for aspiring public speakers to navigate effectively and effortlessly.
- ❑ The week finally focused on the substance of communication in itself, thereby dedicating a lecture on **Meta-communication** and other linguistic concepts involved.

And that is why when a speaker speaks how he can make use of non-verbals? Communication is not only verbal, it is non-verbal it is vocal communication is silence communication are pauses, communication ignites silence, communication excites pauses in the minds of the audience members to make the content more effective. We also could see that how various types of non-verbals namely Proxemics, Chronemics, Haptics, Meta-language meta communication.

And other forms how they also matter a lot and how they add to the beauty and benignity of Public Speaking. My dear friends, you might have all realized that even though it looks like a combination of two words it is actually a vast world where so, many things can take place only under the garb of these two words called Public Speaking.

We actually came to week six and then we started focusing our attention on various types of Public Speaking. Starting with conversation. Not everyone can be a good conversationalist there are people who actually are frightened of conversation with strange people but then can we really survive in this age of today where communication is the mantra, where communication enhances where communication innobles, doubles people's lifespan. No man can live in isolation man is a living creature and he is a man only because of his grip over language.

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Recap: Week 6

- ❑ The lecture on Conversations established the **principles and practice of healthy and positive conversation** as propounded by renowned thinkers and philosophers.
- ❑ The third lecture of the week elucidated upon the terminologies, concepts and stratagems to **strike a winning negotiation as a public speaker**.
- ❑ The last lecture dealt with the indispensable **art of debating**, paying special focus on the matter (**arguments, evidence and reasoning**) and manner of the argumentation (**structural organization of the arguments and their delivery**).
- ❑ The lecture on Elocution aimed at familiarizing the learners with **the art of oration**- pronunciation, accentuation, intonation, punctuation and pausing.

So, the lecture on conversations established the various principles and practice of healthy and positive conversation where we could, by bringing several quotes, several messages several examples from Edition, Steele and many of the scholars we actually tried to tell you the importance of conversation. Because it is only conversation that can help you emerge a Victorious negotiator life is full of adverse situations.

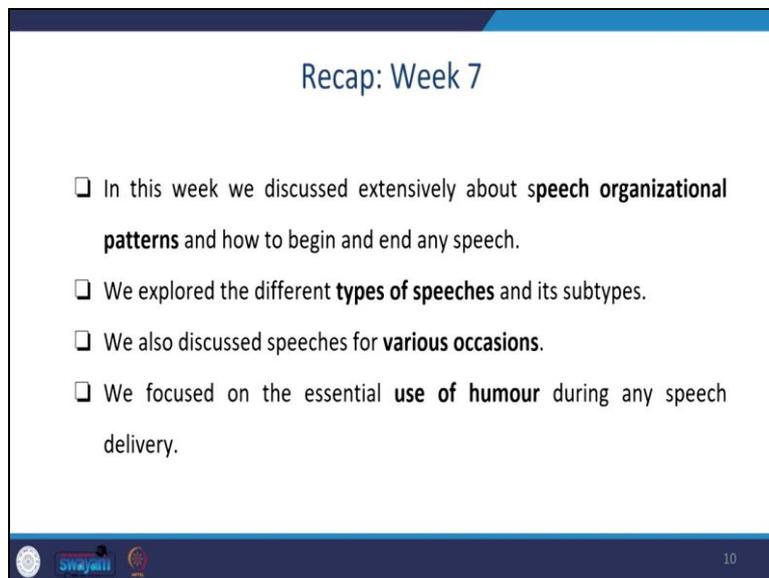
You have to negotiate my dear friends how can you negotiate if you are not a good conversationalist, you to see the sunny side you have to see how there can be a win-win situation for both the parties. And that is why it is your art of conversation that can provide you with arguments with evidence with reasoning, with structural organization of your content. We could also focus our attention on recitations and elocutions.

We know what we know but do we really know what we do not know. We actually have to explore that reason my dear friend and that is possible only when we know elocution where we can understand the nuances of pronunciation we can understand the various sorts of intonation patterns where we can talk about punctuation, even though it is practiced in writing but when we speak it also appears in the form of silence pauses and many more.

Of course, we are living in an age of emoticons. But then these emoticons are confined only to your cell phones when you speak you are yourself going to be the emoticon with the help of your non-verbals, my dear friend.

We came to week seven and provided our audience members with the heaven and made our Public Speaking heavenly by talking about all the different patterns of speech.

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A presentation slide titled "Recap: Week 7" with a blue header and footer. The main content area is white with a blue border. It contains a bulleted list of four items, each preceded by a square checkbox. The footer includes a small circular logo on the left, the word "swajani" in the center, and the number "10" on the right.

Recap: Week 7

- In this week we discussed extensively about **speech organizational patterns** and how to begin and end any speech.
- We explored the different **types of speeches** and its subtypes.
- We also discussed speeches for **various occasions**.
- We focused on the essential **use of humour** during any speech delivery.

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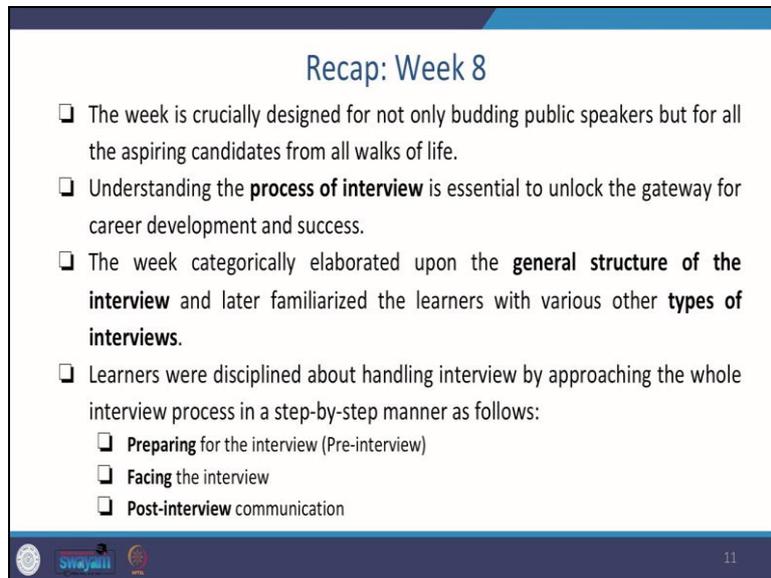
Speech organizational patterns----- while one is working at the content creation how one can organize whether it is in the cause- effect manner, whether it is in the spatial manner, whether it is in the chronological manner, and by talking about all these we also threw light on various occasions where you have to give speeches but not all the speeches can be given alike. There can be different situations.

And situations in life change very shortly situations in life can change just in a jiffy, just in a moment and one has to be ready or to speak in varying situations and that is why talking about speeches on various occasions becomes important and mandatory. My dear friends, life is full of adverse situations their difficulties, calamities but speaking can provide you a sort of relief speaking can provide you a sort of rejoicing and what can make you rejoice and your audience members rejoice, is the careful use of humour in your talk in your presentations.

We also devoted a lecture on the efficacy of humour in conversation efficacy of humour in speeches in presentations. But remember while making use of humour, one has to ensure that humour becomes relevant humour becomes so, that even a common listener can understand the meaning that is implanted into it. We kept moving on, not running my dear friend we moved stepwise and entered the eighth week.

where this week became especially important because here we talked about some more professional things of Public Speaking and what were those professional things?

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The slide is titled "Recap: Week 8" and contains a bulleted list of four main points. The first point states the week is for budding public speakers and aspirants. The second point emphasizes understanding the "process of interview" for career success. The third point notes the week elaborated on the "general structure of the interview" and familiarized learners with various "types of interviews". The fourth point states learners were disciplined on handling interviews by approaching the whole process in a step-by-step manner, followed by three sub-points: "Preparing for the interview (Pre-interview)", "Facing the interview", and "Post-interview communication". The slide footer includes a logo, the name "Swajani", and the number "11".

Recap: Week 8

- ❑ The week is crucially designed for not only budding public speakers but for all the aspiring candidates from all walks of life.
- ❑ Understanding the **process of interview** is essential to unlock the gateway for career development and success.
- ❑ The week categorically elaborated upon the **general structure of the interview** and later familiarized the learners with various other **types of interviews**.
- ❑ Learners were disciplined about handling interview by approaching the whole interview process in a step-by-step manner as follows:
 - ❑ **Preparing** for the interview (Pre-interview)
 - ❑ **Facing** the interview
 - ❑ **Post-interview** communication

We actually devoted the entire week to interviews---- interviews of all sorts. Life cannot be beautiful without interviews it is interview that actually opens a new destiny for everyone. It actually unlocks the wisdom of the heart and when people get a sort of livelihood life becomes pleasant for them that is why this week categorically elaborated upon the structure of various types of interviews and then we also could tell them what were the Preparatory steps.

What were the performative steps what actually were the things to be done before the interview during the interview and after the interview because every interview is a test of your talent every interview is a test of your personality every interview is a test of your intelligence competence and performance my dear friends.

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Recap: Week 9

- ❑ The week comprises two lectures on Conference Presentations: the first acquainted the learners with the **types of conference**, the roles and responsibilities of the **speakers**, and the details of **organizing a successful conference**. The second lecture dealt with the **designing of research paper** and the **delivery of powerpoint presentation** in a conference.
- ❑ The lecture on Meeting Management explained the **purposes and functions** of holding and attending meetings, and also tutored on the **guidelines to frame notices, agendas and minutes of a meeting**.
- ❑ The first lecture on Leadership Skills informed the learners about the various **theories and styles of leadership** along with their pros and cons.
- ❑ The last lecture enumerated the requisite **skills, commitments and behavioural attributes** for effective leadership based on the **BASICS model of leadership**.

We moved on and then in the ninth week we actually talked about conferences many of you might be thinking that can conferences also be a part of Public Speaking. Yes, my dear friends of course today we are living in a world where we say our thoughts and we say thoughts sometimes with a small group of people but sometimes with a large group of people and this conference is such a platform, such an occasion where one has to understand how to organize, how to effectuate how to participate how to give a keynote address, how to give a plenary speech.

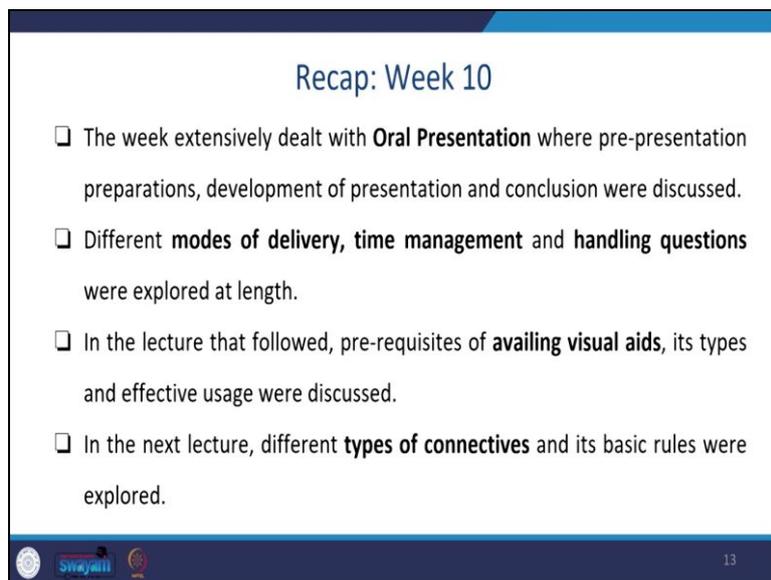
How one has to see that one has become successful in bringing something new through the output of the conference? We also had some lectures on meeting management where we could throw light on the purposes and functions of holding and attending meetings many people might be of the opinion that meetings are quite ordinary. No, my dear friends, meetings are such seating's sometimes we also have some types of eatings during the meetings. But then the focus is to get something new to resolve a crisis sometimes to execute a plan sometimes to formulate a policy, sometimes to launch a new thing in the market sometimes to execute what we really think and sometimes to think about the vision of the years to come. So, we also could see that how through these meetings, leaders can emerge leaders are the Messiah, my dear friends.

Not only political leaders but leaders in academic circles also can bring a sort of vicissitudes, my dear friend. So, one has to have as a public speaker the leadership skills we devoted two lectures to leadership skills and styles where we talked about the requirements of effective

leadership, where we talked about the basic model how a leader could be Visionary how a leader has to be collaborative.

How a leader has to be go-getter,, how a leader has to be committed how a leader has to be assertive how a leader has to say that everyone shares time fairly and not anyone is harmed shouted upon and not anyone is segregated my dear friends. So, we talked about the various attributes of leadership and we could also focus on the skills commitments and behavioural attributes for effective leadership which was actually based on the basic models of leadership.

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Recap: Week 10

- The week extensively dealt with **Oral Presentation** where pre-presentation preparations, development of presentation and conclusion were discussed.
- Different **modes of delivery, time management** and **handling questions** were explored at length.
- In the lecture that followed, pre-requisites of **availing visual aids**, its types and effective usage were discussed.
- In the next lecture, different **types of connectives** and its basic rules were explored.

Swayam 13

We proceeded to week 10th and in week 10th we had another important Public Speaking situation and that was oral presentation. Many of you might be thinking that both the oral presentation and the speeches are alike. No, my dear friends. We actually saw to it that we could tell you the distinction between oral presentation and speeches. Prior to this we also talked about debates, fine? Many of you are another impression that can debate be also a sort of Public Speaking?

Yes, my dear friends! In order to argue in order to counter in order to prove your point to the best possible manner you need debating skills. An effective speaker has to arm himself with debating skills how one can speak for, how one can speak against, and somebody who has spoken for in the beginning how when his turn comes, how he can rebut because there is a time for rebuttal during the debate.

How you can contradict,--- how you can counter the arguments of your opponents that actually is the Mantra we have understood in lectures on debating. So, when we came to week 10 this week is very important in the sense that it actually exposes everyone to the reality that one has to face oral presentations. You may not be having the opportunity to give speeches every now and then, but if you are a professional and most of you might be professional or waiting to be professionals, you are bound to give some presentations in the days to come.

Now what are actually the nuances of giving oral presentations and how through your oral presentations you can convince your audience members. You can convince your bosses, your subordinates your colleagues when you have a new plan, when you have an innovative idea which you actually want to be practiced in your organization. So, the tenth week specially focused on overall presentation where we also talked about pre-presentation techniques how to prepare beforehand.

How much content to be had how should we situate the various gadgets in our presentation and how we can make use of various connectives when we are giving oral presentations and how finally all these can prompt us to reach a conclusion where the audience members will have something as a sort of take-away home. We also saw to it that effective modes of delivery---- when one has to give a sort of presentation, when one has to speak in public one also has to see what sort of method he or she should apply.

Should he read the manuscript and leave the audience members simply waiting when this long lecture will come to an end, when the spiel will come to an end or should you speak impromptu. Should you practice the art of speaking impromptu, where you have not been told in advance but you have to speak on the spur of the moment? So, we practised various modes of delivery and then we could also see how time could be managed.

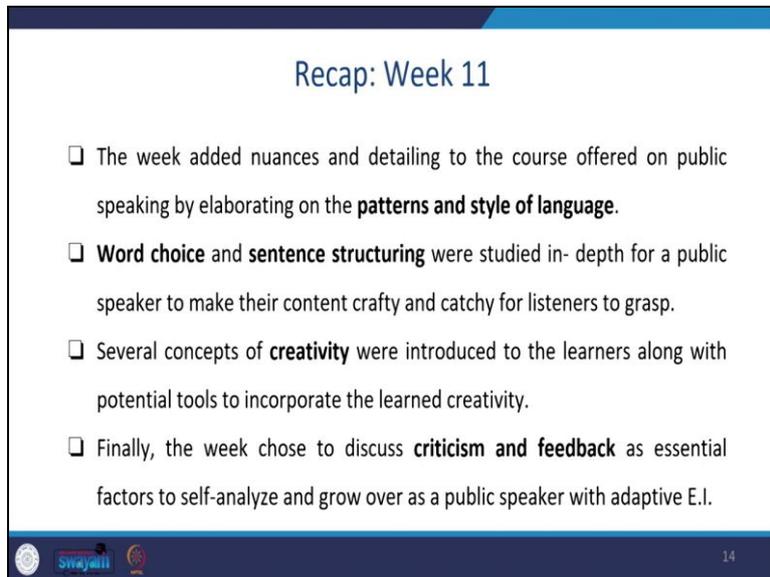
Because whenever you are given an opportunity to speak either for giving a presentation or a speech you have to see that you maintain the dignity and formalities of time whether you are participating in a conference or in a presentation or whatsoever. And one of the most crucial things after the presentation of the talk is how to handle questions. You have prepared well, no doubt, you are well aware of your content.

You are confident of your content but remember questions may come from any corner and questions may be threatening at times. Do you know the art of handling questions without shouting at anyone without dodging the questions without escaping the questions? In the lectures that followed various prerequisites of making use of visual aids, sometimes audio visuals sometimes visuals, sometimes your selection of graphs, charts, circles whatsoever how you could situate it in your presentation we could also see.

And we also focused on various types and its effective uses. My dear friends, if the entire content were simply read out without providing some breather to the audience members the presentation would become a big bore it would actually end in a sort of fiasco and that is where lies the importance of bringing connectives. These connectives actually help and we also explained how many connectives were there.

And how many connectives can be used in one sentence? How one can bring a sort of twist or a turn or how one can change the content? And how we can also indicate the audience members as to where the speaker is. So, this is why connectives also are very important and we deliberately spoke on Connectives. After having lectures of week 10 we are actually proceeding towards the end towards the destination.

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The slide is titled "Recap: Week 11" and contains four bullet points. At the bottom, there are logos for Swajani and a page number "14".

- The week added nuances and detailing to the course offered on public speaking by elaborating on the **patterns and style of language**.
- Word choice** and **sentence structuring** were studied in- depth for a public speaker to make their content crafty and catchy for listeners to grasp.
- Several concepts of **creativity** were introduced to the learners along with potential tools to incorporate the learned creativity.
- Finally, the week chose to discuss **criticism and feedback** as essential factors to self-analyze and grow over as a public speaker with adaptive E.I.

And that was week 11 but before reaching the destination we actually have to pack up how to pack up my dear friend? You can pack up your thoughts with the patterns of language my dear friend and we specifically devoted some lectures on the effective use of language. Where the speaker can have his or her choice of words where he could also see how he could

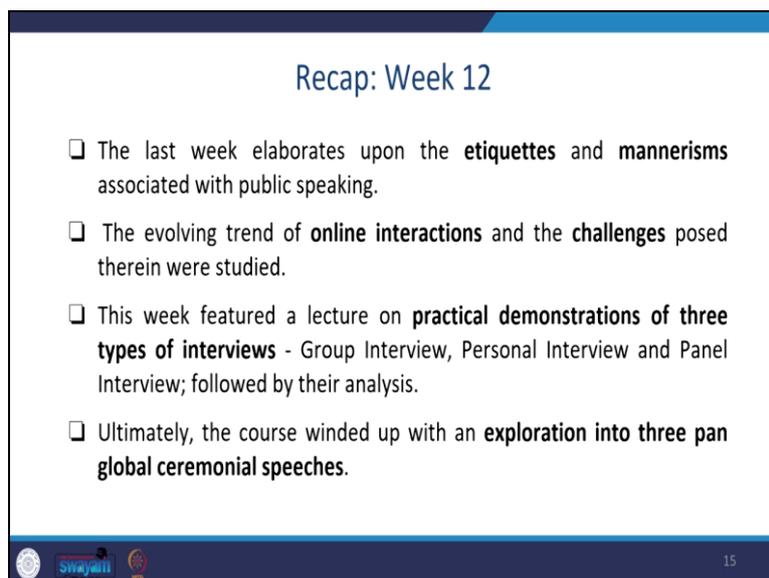
structure his sentences how he could structure his paragraph by lending unity, logic and coherence to all the sentences.

How one could bring certain changes by providing some sort of transfer stations--- that was also discussed my dear friends. We also had a lecture on creative thinking. My dear friends, unless and until somebody is creative one cannot be a public speaker. So, there is immense potential in creativity to prompt you towards becoming an effective public speaker. So, several concepts of creativity were also discussed.

And, finally week 11 came to be wrapped up by having some thoughts on criticism as a public speaker. You must be aware that at times people criticize. What sort of criticism how you are going to be moved taken or how you are going to be assured how you are going to improvise upon when you come to the next time to give speech that actually lies in the way you take criticism?

So, how to handle criticism and how to take some takeaways from the feedback of your audience members that actually were also discussed in this week. We finally came to week 12. And the moment we started week 12 many of you might have started having the last laugh that finally the course is coming to an end. My dear friends, the course will come to an end but it will provide you some means, it will not provide a sort of ending but it will provide a sort of beginning for you, that is actually a new tomorrow.

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Recap: Week 12

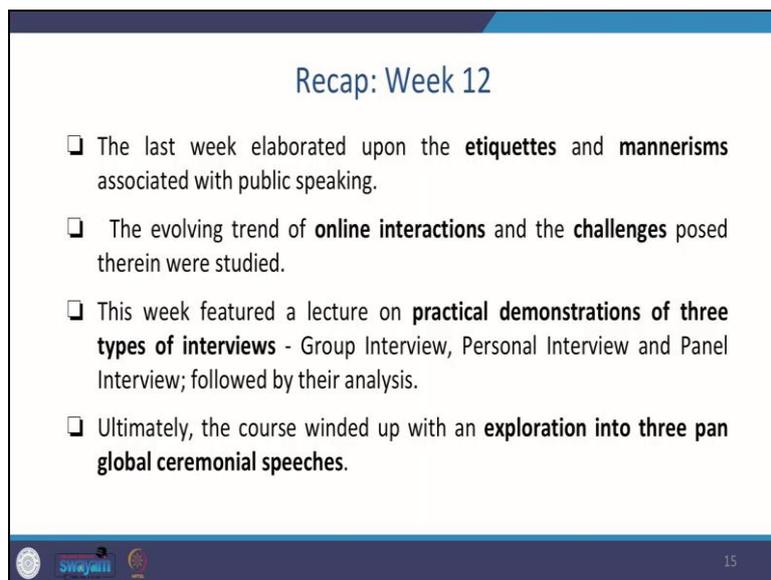
- The last week elaborates upon the **etiquettes** and **mannerisms** associated with public speaking.
- The evolving trend of **online interactions** and the **challenges** posed therein were studied.
- This week featured a lecture on **practical demonstrations of three types of interviews** - Group Interview, Personal Interview and Panel Interview; followed by their analysis.
- Ultimately, the course wound up with an **exploration into three pan global ceremonial speeches**.

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The last week elaborated upon the etiquettes and mannerisms because in Public Speaking not only the content not only the credibility not only technology not only voice not only vocabulary but also important is the use of etiquettes and mannerisms. Because as I have been saying situations change very fast. We are actually to speak sometimes with the help of technology sometimes we have to have online interactions.

Nowadays in the last two years you might have seen the importance of online teaching, online learning, online meetings, online conferences. How one must learn and how one must arm oneself with the several nuances of facing online interactions and bringing remedies to the challenges that are posed in online interactions. One thing that was very important in the last week was and that all of us and all of you rather will cherish, nourish, and flourish with was, actually the demonstration of some interviews.

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A slide titled "Recap: Week 12" with a blue header and footer. The main content is a list of four bullet points, each preceded by a square icon. The footer contains logos for Swayam and a page number "15".

Recap: Week 12

- ❑ The last week elaborated upon the **etiquettes** and **mannerisms** associated with public speaking.
- ❑ The evolving trend of **online interactions** and the **challenges** posed therein were studied.
- ❑ This week featured a lecture on **practical demonstrations of three types of interviews** - Group Interview, Personal Interview and Panel Interview; followed by their analysis.
- ❑ Ultimately, the course winded up with an **exploration into three pan global ceremonial speeches**.

15

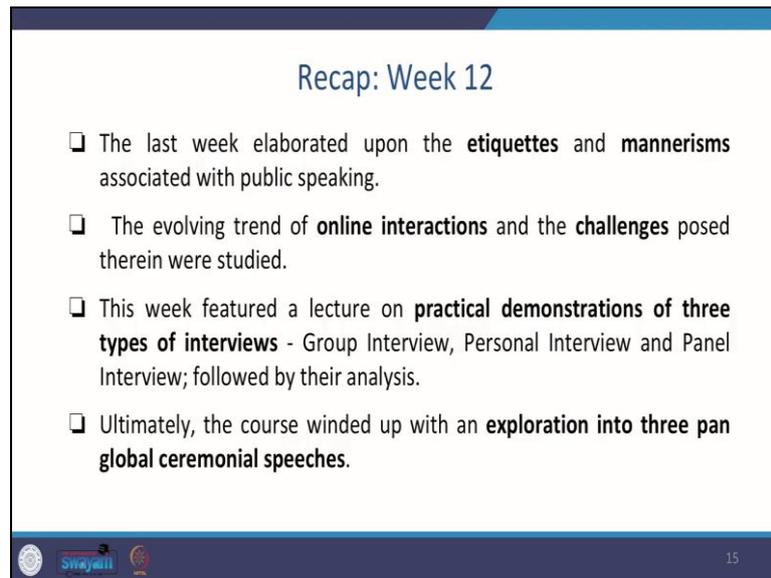
We talked about the theories the guidelines fine the do's and do not's but we could also provide you a sort of mock interview for three situations----- a group interview a personal interview and a panel interview. And you could also compare how these interviews were conducted how the candidates behaved. So, this rather should be a sort of enriching experience for all of you my dear friends.

Ultimately, the course came to an end by giving a sort of explanation into the three pan global ceremonial speeches where we talked about at least four or five speeches and we analysed, once again we tried to demonstrate how when one speaks, when one creates, when one delivers how one can take hold of language by making effective use of rhetorics, of

repetitions of anaphora or parallelisms of short phrases of run on lines and also of effective delivery.

My dear friends, after sample speeches we also spent some time on analyzing these sample speeches and all these sample speeches whereby most eminent people whose speeches have created a lot of revolution.

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The slide is titled "Recap: Week 12" in blue text. It contains four bullet points, each preceded by a square icon with a checkmark. The text of the bullet points is as follows:

- ❑ The last week elaborated upon the **etiquettes** and **mannerisms** associated with public speaking.
- ❑ The evolving trend of **online interactions** and the **challenges** posed therein were studied.
- ❑ This week featured a lecture on **practical demonstrations of three types of interviews** - Group Interview, Personal Interview and Panel Interview; followed by their analysis.
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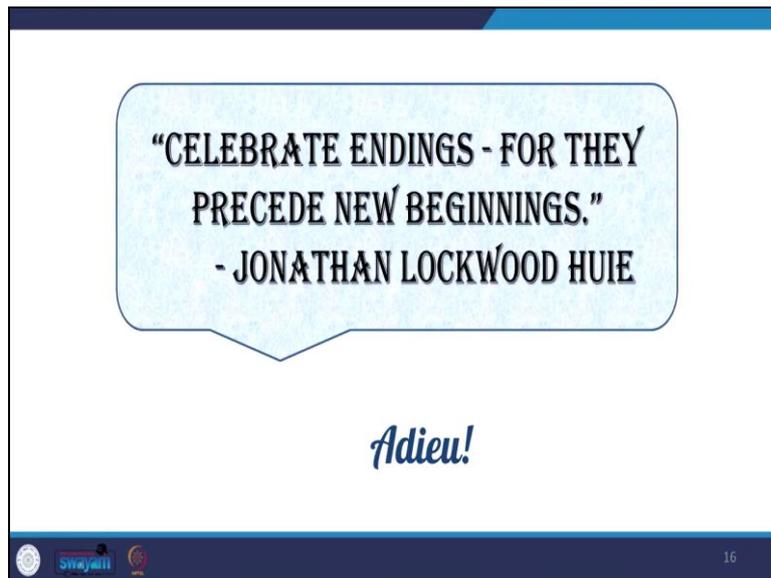
At the bottom of the slide, there is a dark blue footer bar containing the Swayam logo on the left and the number "15" on the right.

A lot of changes a lot of new ideas which have actually been given to the world and that have actually brought a change in the world, not only in our own country but outside as well. My dear friends, as I told you in the beginning that this lecture has been titled as conclusion but I do believe that life cannot draw conclusions. But then somewhere or the other we had to end the course.

The course comes to an end. But then I believe there are no Beginnings there are no ends in the end is the beginning and in the beginning is the end even though the course comes to an end but it is going to be a new beginning for you. I am quite hopeful that all the lectures of the course will provide you some food for thought and inspire you in the days to come to deliver some very effective speeches. And once you have given some very effective speeches and presentations and interviews you will find that the course was worth doing as I had promised my dear friends.

So, before we end, let us actually end with a beautiful quote by Jonathan Lockwood, a philosopher of happiness and a writer of many books, who says.

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“Celebrate endings for they precede new beginnings.” My dear friends I do hope that you will also celebrate this ending because it is going to provide you with a new beginning with a new tomorrow, a tomorrow of hope, a tomorrow of harmony, a tomorrow of health a tomorrow of happiness. That actually was the main intention behind formulating this course. And finally we see and you all realize that we have been able to achieve all the promises that we had made in the beginning. So, let us now celebrate this ending of the course, for they proceed new beginnings. Thank you very much.