

To

The principal

Lakhipur College

Dated : 10-07-2021

Sub : Permission for opening on Add on course on PUBLIC SPEAKING SKILL

Sir,

With due respect I would like to inform that in our department Education, Lakhipur College going to introduce a certificate course on PUBLIC SPEAKING SKILL for 3 months from 16-08-2021.

Therefore, kindly grant me the permission for the same.

Thanking you

Regards

Bijaya Devi
(Dr. Bijaya Devi)

HoD, Education



Certificate Course On
Public Speaking Skill

Starts from: 16-08-2021

Introduced by

Department of Education

Lakhipur College

For more information, contact the Convenor –

Dr Bijaya Devi

Certificate course

on

PRESENTATION AND DEVELOPMENT OF PUBLIC SPEAKING SKILL

Total Marks-100 (theory =40, practical=60)

Course Description and Objectives:

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. Civility and ethical speech-making are the foundations of this course. Its goal is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective speeches.

Expected Student Learning Outcomes:

Tests and speaking assignments in this course are designed to assess student learning in the areas listed below. After completing this course, student should be able to:

1. Plan and prepare speeches that inform, persuade, or fulfill the needs of a special occasion;
2. Use presentation aids to enhance their speeches;
3. Outline their speeches in a logical and thorough fashion;
4. Conduct meaningful research on a variety of topics;
5. Analyze their audience and design speeches to reflect your analysis;
6. Evaluate speeches based on a variety of verbal and non-verbal criteria;
7. Listen effectively, regardless of students' interest in the subject matter;
8. Understand and explain the communication process.,
9. Students will be able to acquire the capacities of public speaking skill.

Course contents

A. Theory (2 Credits)

Unit-1

Public Speaking and Communication Skill

- Meaning and Importance of Public Speaking
- Components of Public Speaking: Illustration, Voice modulation, The Power of Pause, Visual Aids, Sense of humour, Articulation
- Principles of Effective Public Speaking: Principle of Preciseness, Principle of Clarity, Principle of Completeness, Principle of Consciousness, Principle of Adaption
- Ways of becoming Better Public Speaker
- Concept and Nature of Communication
- Types of Communication: Verbal and non-Verbal
- Barriers of Communication
- Ways of Effective Communication

Unit-2 Personality Development and Motivation as Means for Effective Public Speaking

- Role of Personality in Effective Communication
- Ways or means of motivating audience

b. Practical (2 Credits)

1. Students shall prepare a write-up based on topic selected for speech.
2. Students shall prepare a lecture video on a particular topic.

Guidelines:

- The students will be trained on public speaking
- Teachers will give demonstrations on public speaking
- It will cover: Style of presentation, voice modulation, body language, communication with audience, eye contact
- Topics of speech will be selected by the students discussing with teachers.

Mode of Delivery:

Teachers should use lecture, demonstration and any other method as per required for explaining the contents for the students.

Evaluation Plan:

- For theory part, written examination will be conducted with 50 marks.
- Evaluation for practical examination (Public Speaking Skill+Write-up of the speech) will be done by an External Examiner.



Head Dept. of Education
Lakhipur College

REGISTER OF ATTEN-

from → 16-08-2021 For the Month of

DANCE OF PUPILS

August 2021 Total = 30

[illegible]



LAKHIPUR COLLEGE

LAKHIPUR, DIST. GOALPARA

ASSAM, PIN: 783129

Authorized by Governing Body, Lakhipur College

Sl No.

COURSE COMPLETION CERTIFICATE

This is to certify that Sri Riya Gupta
has successfully completed the certificate course of Public Speaking Skill
from 16-08-2021 to 21-01-2022 which is organized by the Education
Department in the Session 2021-22

I wish his/her success in life.

ben
Signature of the Head
Head Dept. of Education
Lakhipur College



Harul

Harul
Signature of the Principal
Principal
Lakhipur College
P.O. Lakhipur, Dist. Goalpara



LAKHIPUR COLLEGE

LAKHIPUR, DIST. GOALPARA

ASSAM, PIN: 783129

Approved by Governing Body, Lakhipur College

Sl No.

COURSE COMPLETION CERTIFICATE

This is to certify that

has successfully completed the certificate course of

fromto which is organized by the Education

Department in the Session.....

I wish his/her success in life.

Signature of the Head

Signature of the Principal

**Program Schedule
On
PUBLIC SPEAKING SKILL**

Day	Date	Name of Resource Person
1	16-08-2021	Dr. Barnali Rabha
2	20-08-2021	Idrish Ali Ahmed
3	21-08-2021	Santanu Kr. Roy
4	27-08-2021	Dr. Barnali Rabha
5	28-08-2021	Dr. Bijaya Devi
6	03-09-2021	Gulshanara Begum
7	04-09-2021	Bijuli Chakraborty
8	10-09-2021	Idrish Ali Ahmed
9	11-09-2021	Dr. Bijaya Devi
10	17-09-2021	Heerak Jyoti Nath
11	18-09-2021	Himani Devi
12	24-09-2021	Nilima Das
13	25-09-2021	Dr. Kashyap Bishwas
14	01-10-2021	Dr. Anupama Baksaka
15	08-10-2021	Imran Mojid
16	09-10-2021	Dr. Arshad Laskar
17	22-10-2021	Nilima Das
18	23-10-2021	Mirza Mannaf
19	28-10-2021	Dr. Gulshanara Begum
20	30-10-2021	Dr. Rupali Rangpipi
21	05-11-2021	Dr. Anupama Rabha
22	06-11-2021	Dr. Asma Easmin
23	12-11-2021	Himani Devi
24	13-11-2021	Dr. Kashyap Bishwas
25	19-11-2021	Dr. Bijaya Devi
26	20-11-2021	Dr. Barnali Rabha
27	26-11-2021	Dr. Gulshanara Begum
28	27-11-2021	Heerak Jyoti Nath

PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date :- 16-08-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	payel Mondal
8	Rehna Parbin	Rehna parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date : 21-08-2021

Date:

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date : 28-08-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date : 4-9-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Laily Khatun Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date: 25-09-2021

Date:

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa khatun
2	Niki Kumari	Niki kumari
3	Shoriful Islam	shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	NUR Alam
6	Beauty Khatun	Beauty khatun
7	Payel Mondal	payel Mondal
8	Rehna Parbin	Rehna parbin
9	Moromi Khatun	Moromi khatun
10	Hemanta Rabha	Murshida Sarkar ^{Hemanta} Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali saha
17	Taslima Parbin	Taslima parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date - 9-10-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date : 23-10-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shorifull Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date : 19-11-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoniful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslina Parbin	Taslina Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date: 11-12-2021

Date:

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoniful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman



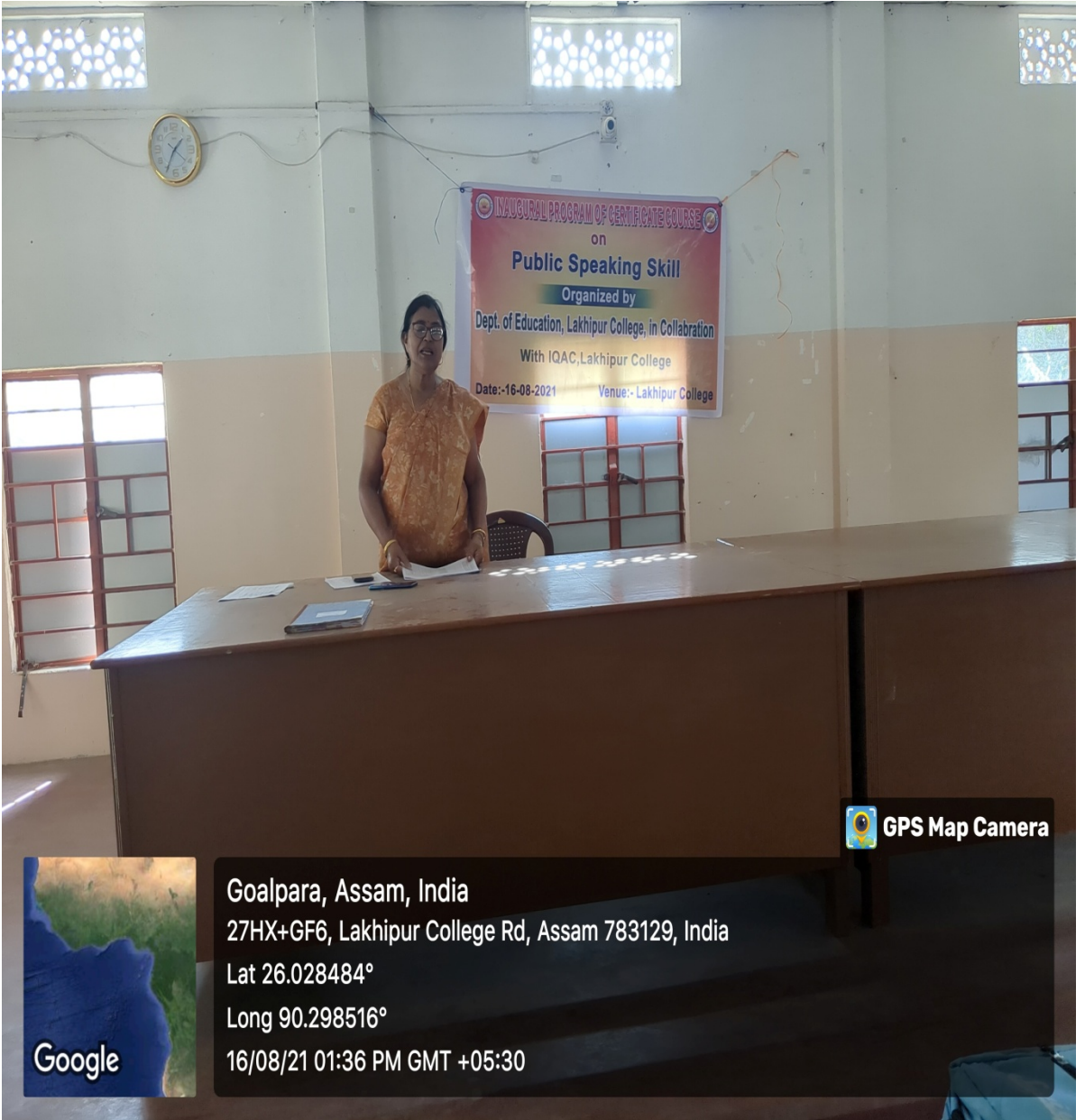
PUBLIC SPEAKING SKILL
A CERTIFICATE COURSE
ATTENDANCE SHEET
EDUCATION DEPARTMENT
LAKHIPUR COLLEGE
OPENING FROM 16-08-2021

Date:

Date : 24-12-2021

Sl No	Name of Students	Signature
1	Nilufa Khatun	Nilufa Khatun
2	Niki Kumari	Niki Kumari
3	Shoriful Islam	Shoriful Islam
4	Arup Kalita	Arup Kalita
5	Nur Alam	Nur Alam
6	Beauty Khatun	Beauty Khatun
7	Payel Mondal	Payel Mondal
8	Rehna Parbin	Rehna Parbin
9	Moromi Khatun	Moromi Khatun
10	Hemanta Rabha	Hemanta Rabha
11	Ransila Goyari	Ransila Goyari
12	Murshida Sarkar	Murshida Sarkar
13	Puja Das	Puja Das
14	Faruk Hoque	Faruk Hoque
15	Sultana Parbin	Sultana Parbin
16	Rupali Saha	Rupali Saha
17	Taslima Parbin	Taslima Parbin
18	Baharul Islam	Baharul Islam
19	Moriyom Begom	Moriyom Begom
20	Hasina Khatun	Hasina Khatun
21	Ankita Das	Ankita Das
22	Laily Khatun	Laily Khatun
23	Arifa Khatun	Arifa Khatun
24	Elima Khatun	Elima Khatun
25	Monira Yasmin	Monira Yasmin
26	Jitu Barman	Jitu Barman
27	Mayuri Rabha	Mayuri Rabha
28	Riya Gupta	Riya Gupta
29	Nazma Akhtara	Nazma Akhtara
30	Sokiar Rahman	Sokiar Rahman





 GPS Map Camera



Goalpara, Assam, India
27HX+GF6, Lakhipur College Rd, Assam 783129, India
Lat 26.028484°
Long 90.298516°
16/08/21 01:36 PM GMT +05:30



Goalpara, Assam, India
27HX+GF6, Lakhimpur College Rd, Assam 783129, India
Lat 26.028484°
Long 90.298516°
16/08/21 01:35 PM GMT +05:30

Google

GPS Map Camera



Goalpara, Assam, India
27HX+GF6, Lakhimpur College Rd, Assam 783129, India
Lat 26.028484°
Long 90.298516°
16/08/21 01:35 PM GMT +05:30

Google

GPS Map Camera