

Maharaja Surajmal Institute of Technology, New Delhi-110058

Department of CSE

Webinar on Public Speaking

Industry Name and Address	T.I.M.E.S Janakpuri
Name of the Expert	Mrs. Tarannum
Date and Time	1-03-2025, 11:00 AM - 12:00 PM
Target Audience	CSE Department 6 th Semester
Organized by	CSE Department
Attended Participants	115

1. Introduction:

The webinar on *Public Speaking* was conducted by TIMES on 1st March 2025, from 11:00 AM to 12:00 PM. It was hosted on the Google Meet platform and was designed to help participants enhance their public speaking skills, a crucial asset in both professional and personal settings.

2. Objective:

The primary aim of the webinar was to provide participants with:

- Key techniques to improve public speaking.
- Insights into overcoming stage fear and building confidence.
- Methods to engage and connect with an audience effectively.

3. Agenda:

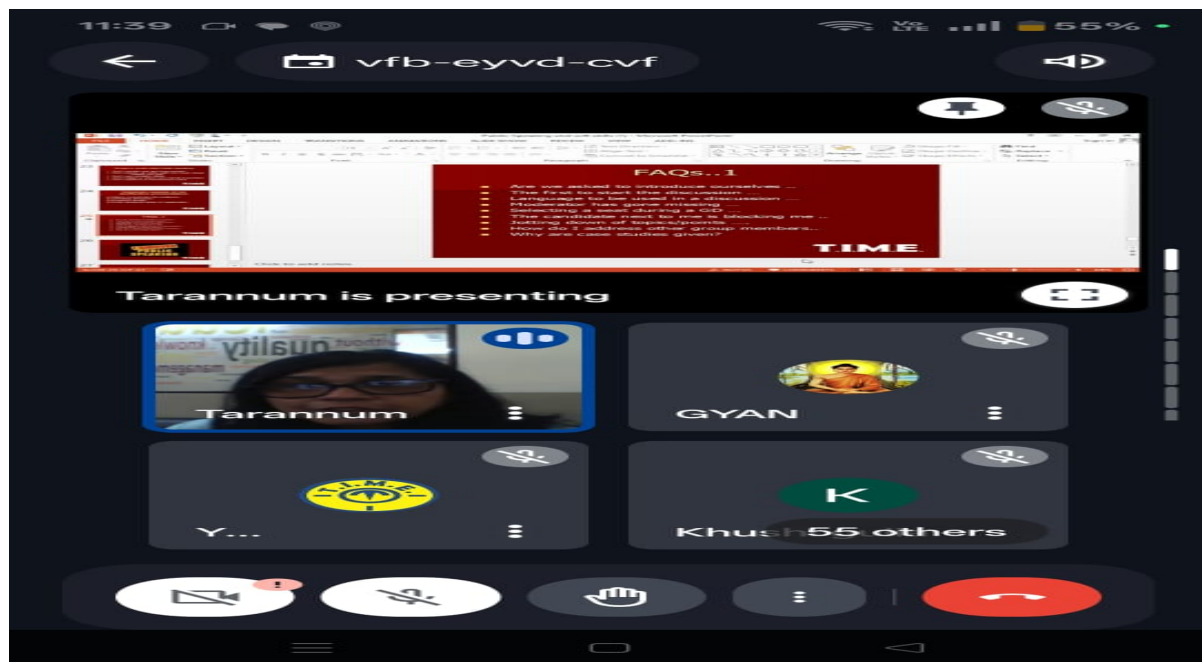
11:00 AM – 11:10 AM: Introduction to Public Speaking

11:10 AM – 11:30 AM: Common challenges faced in Public Speaking

11:30 AM – 11:50 AM: Tips & Techniques for effective Public Speaking
11:50 AM – 12:00 PM: Q&A session

4. Speaker:

The webinar was led by Mrs. Tarannum an expert in communication skills and public speaking. Mrs. Tarannum has over 12 years of experience in training individuals for effective communication and public speaking.



5. Key Takeaways:

- Understanding Public Speaking

- Public speaking is not just about delivering information; it's about engaging, inspiring, and persuading the audience.

- Confidence is a key element, and it can be built through practice and positive thinking.

- Overcoming Stage Fear:

- Techniques like deep breathing, visualization, and preparation can help reduce anxiety.

- The importance of focusing on the message rather than the fear itself.

- Effective Communication:

- Speak with clarity and avoid fillers like "um" or "uh."
- Maintain eye contact with the audience to build rapport.
- Gestures, body language, and posture play a critical role in engaging the audience.

- Engagement Tips:

- Start with a strong opening to capture attention.
- Use storytelling to make the speech more relatable.
- Ask questions or involve the audience in some way to maintain their interest.

6. Interaction and Engagement:

Throughout the session, participants were encouraged to interact and share their experiences. A live Q&A session at the end allowed participants to address their specific challenges, which the speaker answered with valuable insights.

7. Technical Aspects:

The webinar was conducted smoothly on Google Meet, with no significant technical issues. Participants were able to engage in discussions via the chat box, and the speaker used a presentation to guide the session effectively.

8. Conclusion:

The Public Speaking webinar conducted by TIMES was well-received by all participants. The session provided actionable advice, practical tips, and motivation to help attendees enhance their speaking abilities. The Q&A session added great value, with participants receiving personalized suggestions and feedback.

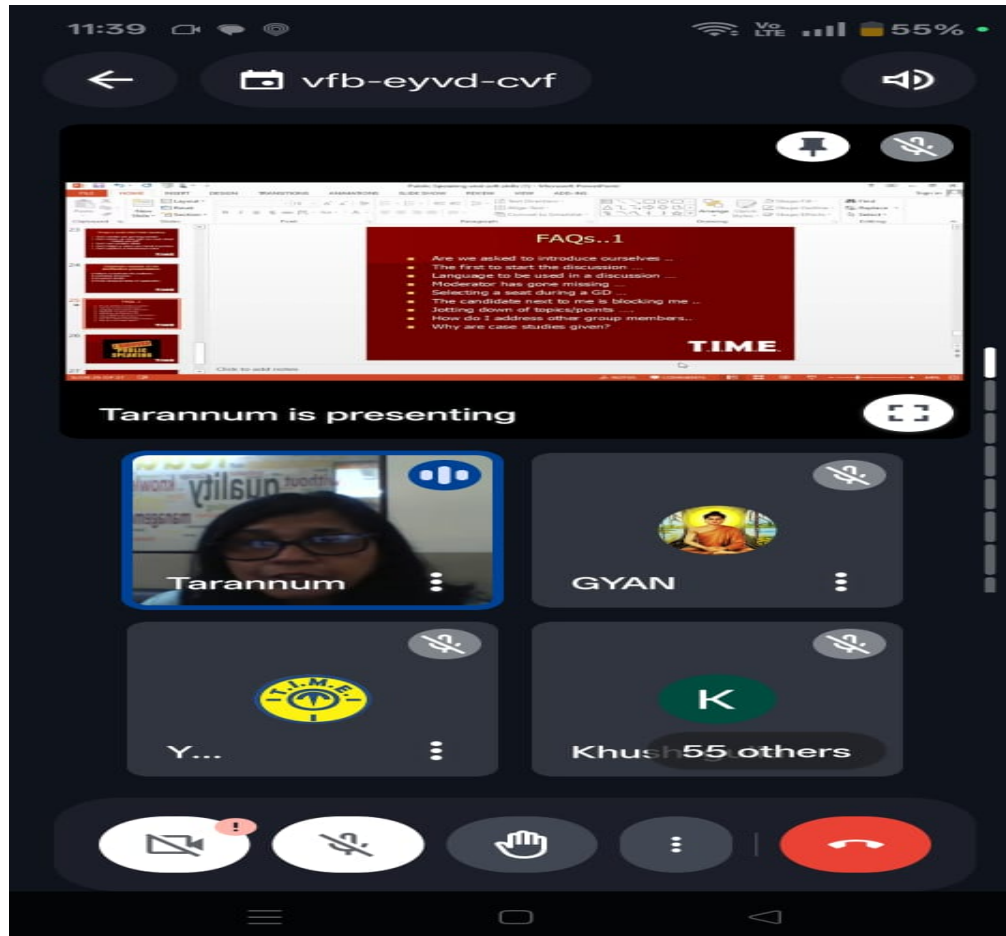
9. Recommendations:

- Future webinars could include practical exercises or role-play scenarios to further engage participants.

- A follow-up session focusing on advanced public speaking techniques would be beneficial for those looking to take their skills to the next level.

10. Feedback:

The overall feedback from participants was positive. Many attendees expressed that they found the session both informative and empowering, with several indicating they would apply the strategies discussed in their upcoming speaking engagements.



Faculty Co-ordinator :

Dr. Kavita
Dr. Medhavi Malik
Dr. Sangeeta
Dr. Sapna Malik

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Attendance of Webinar

