

Course list



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Speaking Effectively

₹2,000.00

Prof. Anjali Gera Roy

IIT Kharagpur

*Additional GST and optional Exam fee are applicable.

Add to cart

SKU: IIT Kharagpur Category:
NPTEL self paced courses
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Description	Additional information	Certification Process
Course Details	Reviews (0)	

Course Details

Week 1: Introduction

The Art of Speaking

Encoding Meaning Using Verbal and Nonverbal Symbols

Cross Cultural Communication

Verbal Communication



Encoding Meaning Using Verbal Symbols

How Words Work and How to Use Words

Week 2: Nonverbal Communication

Encoding Meaning Using Nonverbal Symbols

How to Improve Body Language

Eye Communication, Facial Expression, Dress and Appearance

Posture and Movement, Gesture, Paralanguage

Role Plays and Activities

Week 3: Phonetics

Standard Language and Queen's English

Phonemes of English: Vowels

Phonemes of English: Diphthongs and Consonants

Stress and Rhythm

Intonation

Week 4: Voice and Delivery

Voice and Personality

How to Improve Voice

How to Improve Delivery

Pace, Pause, Pitch

Volume, Modulation, Resonance

Week 5: Basic Conversational Skills

Greetings and making introductions

Asking for information and giving instructions

Making requests

Agreeing and disagreeing

Making recommendations

Week 6: Appearing in Interviews and taking Interviews

Interviewing Skills

Appearing in an Interview

Conducting an Interview

Analysis of a bad interview

Analysis of a good interview

Week 7: Making and Assessing Presentations



How to Make Successful Presentations

How to Make Successful Presentations

Analysis of a Bad Presentation

Analysis of a Good Presentation

Week 8: Group Discussions and Meetings

Participating in a Meeting

Chairing a Meeting

Analysis of an ill conducted meeting

Analysis of a well conducted meeting





Roll No: NPTEL19HS21S11181378

To: **NALLAMUTHU GOUNDER MAHALINGAM COLLEGE
POLLACHI**

Score	Type of Certificate
>=90	Elite+ Gold
75-89	Elite+ Silver
>=60	Elite
40-59	Successfully completed the course
<40	No Certificate

19/1201



No. of credits recommended by NPTEL:2



Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to

HARINI.M

for successfully completing the course

Speaking Effectively

with a consolidated score of **71** %

Online Assignments	12.00/25	Proctored Exam	59.25/75
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Total number of candidates certified in this course: **2409**

A. Goswami

Prof. Adrijit Goswami
Dean, Continuing Education & NPTEL Coordinator
IIT Kharagpur

Jan-Mar 2019
(8 week course)



Indian Institute of Technology Kharagpur

Roll No: NPTEL19HS21S11181378

To validate and check scores: <http://npTEL.ac.in/np>



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully completed the course
<40	No Certificate

Elite

NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to
MAHALAKSHMI ANNAMALAI
 for successfully completing the course

Speaking Effectively

with a consolidated score of **88** %

Online Assignments	23.88/25	Proctored Exam	63.75/75
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Total number of candidates certified in this course: **2409**

Jan-Mar 2019
(8 week course)

A. GOSWAMI
 Prof. Adrijit Goswami
 Dean, Continuing Education & NPTEL Coordinator
 IIT Kharagpur

Indian Institute of Technology Kharagpur

swayam
 Digital Education
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