



CRITERION: 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

One Day Workshop on

“Public Speaking Skills”

15th December 2023

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ST. ANNE'S DEGREE COLLEGE FOR WOMEN

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#23, Cambridge Road, Halasuru, Bangalore- 560008



CIRCULAR



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Department of Business Administration Circular

10th December 2023

This is to inform all the students of I BBA that the Department of Business Administration in collaboration with IQAC is organizing a workshop on "Public Speaking Skills".

Date: 15th December 2023
Venue: AV Hall
Time: 10:00 am to 12:00 pm

"Attendance is Mandatory"



[Signature]
HOD

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[Signature]
Principal

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REPORT



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Department Of Business Administration Workshop on : “Public Speaking Skills”

Date: 15th December 2024

Venue: AV Hall

Time: 10:00 pm to 12:00 pm

Total No. Of Participants:

Resource Persons:04

Students:43

Objective: To enhance public speaking capabilities of the students.

Introduction: A workshop on the topic "Public Speaking Skills" was organized by the Department of business Administration in collaboration with IQAC and conducted at the AV Hall. The event aimed to provide valuable insights and practical tips to enhance the public speaking abilities of the participants. The speakers of Kannan Co., were renowned experts in communication and public speaking, bringing years of experience in the field.

Speakers:

Mr. Gautam Gandhi- MD, Kannan Co.

Ms. Shine Francis- Trainer

Mr. Isaac- Trainer

Ms. Triveni- Triveni





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Highlights from the session:

1. *Importance of Public Speaking:* The speaker began by emphasizing the significance of public speaking in various aspects of life, ranging from personal development to professional success.
2. *Overcoming Stage Fear:* Addressing the common fear of public speaking, the speaker shared strategies to overcome stage fright.
3. *Structure and Organization:* The lecture delved into the importance of structuring a speech effectively. The speaker highlighted the need for a clear introduction, a well-organized body, and a strong conclusion.
4. *Verbal and Nonverbal Communication:* Participants were educated on the impact of tone, pitch, and pace of speech, as well as the importance of body language, gestures, and eye contact. Practical exercises were conducted to demonstrate these concepts.
5. *Audience Engagement:* Engaging the audience was discussed as a crucial aspect of effective public speaking.
6. *Use of Visual Aids:* The guest speaker touched upon the effective use of visual aids, emphasizing that they should complement rather than replace the speaker.
7. *Practice and Feedback:* The speaker suggested regular practice sessions, recording speeches for self-assessment, and seeking constructive feedback from peers or mentors to identify areas for improvement.

Outcome: The guest lecture on public speaking skills proved to be insightful and beneficial for all participants. Students left with a deeper understanding of the key elements of effective public speaking and practical tools to enhance their communication abilities. The event was well-received, and participants expressed gratitude for the valuable insights provided by the experienced speakers.



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Gallery: Workshop on "Public Speaking Skills"



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Nite Joseph
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ATTENDANCE



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Department of Business Administration Workshop on "Public Speaking Skills"

Date: 15th December 2023

Venue: AV Hall

Attendance

Sl.No	Name	Signature
1.	ABHINAYA . A	
2.	AKSHITHA . M	
3.	ANDREA JOYCE . A	
4.	ANGEL . A	
5.	CELESTINA . J	
6.	NAGESWARI DARSU	
7.	ESTHER DIANA	
8.	SHARA . D	
9.	JAYANTHI SINGH	
10.	JAVERIYA KHANUM	
11.	JYOTHI SHARMA	
12.	KAVYA DHARSHINI . P	
13.	KAVYA . B	
14.	KRITHIKA . A	





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15.	LEKHASHREE-S	Lekhashree-S
16.	MANYA-D	Manya-D
17.	MERCY-H	Mercy-H
18.	MUSKAN KHAN	Khan
19.	MANISHA-N	Manisha-N.
20.	PADMASHREE.A	Padmashree.A
21.	RABIYA GHOUSE	Rabiya
22.	NAKSHATRA	Nakshatra
23.	REVELIN.A	Revelin.A
24.	SANJANA.M	Sanjana.M
25.	SAMIKSHA.S	Samiksha
26.	SAMYUKTHA.K	Samyuktha.K
27.	SANDHYA.G	Sandhya
28.	SANJANA DHAMI	Sanjana
29.	SHRUTHI.Y	Shruthi.Y
30.	STEFFY GRACY	Steffy Gracy.P
31.	SUSAI MARY.A	Susai
32.	THANOJA.V	Thanoja
33.	THASEEN BEGUM	Thaseen
34.	VAISHNAVI YASHODHARA	Vaish
35.	VAISHNAVI.T	Vaish





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36.	YAMINI DEVI .A	<i>Yamini</i>
37.	YASHRITHA .K.V	<i>Yashritha</i>
38.	YUVA .M	<i>Yuva</i>
39.	KEERTHIKA .M	<i>Keerthika</i>
40.	YUKTHA .M	<i>Yuktha</i>
41.	SANJANA .R	<i>Sanjana</i>
42.	VAISHNAVI .S	<i>Vaishnavi .S</i>
43.	JANANI .P	<i>Janani .P</i>



Arthi

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SAMPLE LETTER



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15th December 2023

To

Kannan & Co
Bengaluru

Dear Sir/Madam,

On behalf of the Department of Business Administration, St. Anne's Degree College for Women, we would like to thank you for conducting a workshop on "Public Speaking Skills" which was held on 15th December 2023 for the students of 1 BBA.

The insights given by you will be very helpful for the students. We appreciate you for sharing your valuable time and expertise with us. We look forward for your support in the future endeavors.

Thank you.

With Warm Regards



Arvind

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FEEDBACK ANALYSIS REPORT



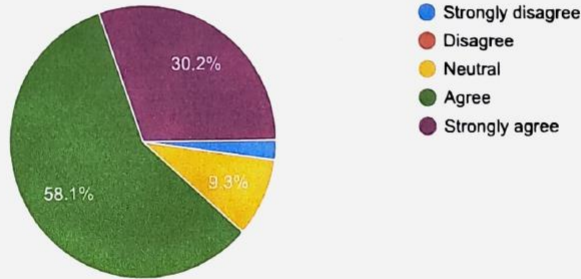
Workshop on Public Speaking Skills

43 responses

The Workshop content met with your expectations

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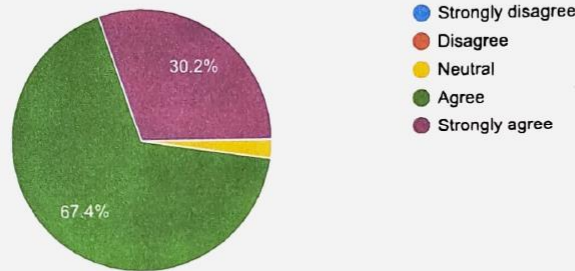
43 responses



The session was clear and easy to understand

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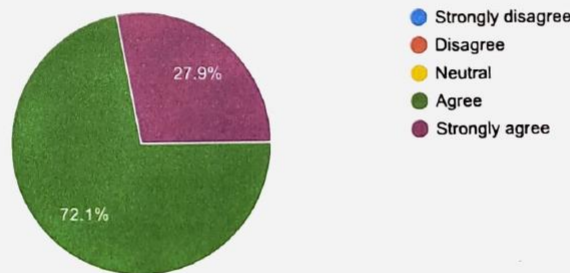
43 responses



The speakers encouraged interaction and were helpful

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43 responses

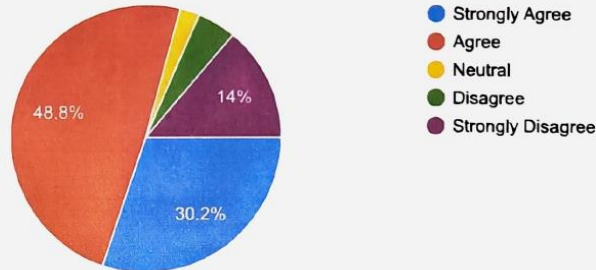




The speakers were well prepared and thorough

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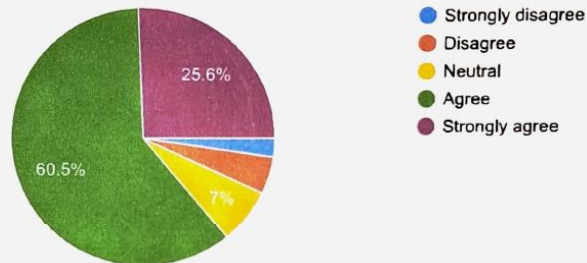
43 responses



The time allotted for the Workshop was sufficient

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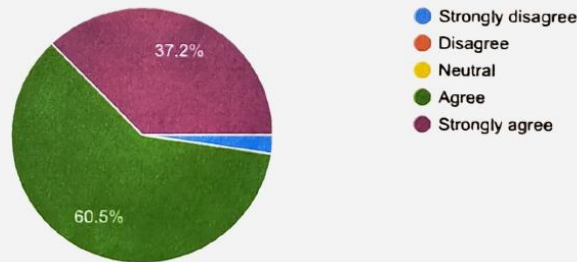
43 responses



The topics covered were relevant and informational

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43 responses





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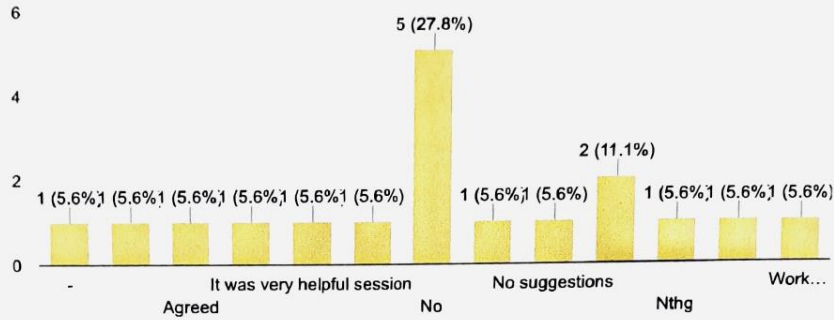
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Suggestions if any

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18 responses



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