D2HCM2201   (2 Pages)   Name:...........................

                                                       Reg.No:........................

SECOND SEMESTER UG DEGREE EXAMINATION, APRIL 2023
B.COM HONOURS & B.Sc. HONOURS IN MATHEMATICS
GAEC3G03T: PUBLIC SPEAKING

Time: 2 Hours   **Maximum Marks: 50**

PART A: Answer *All* the questions. Each carries *one* mark.

I. Choose the Correct Answer.

1. ------------ in the form of an electronic slideshow are used to supplement the speech.

    A) Neural   B) Headgear   C) Visual aids   D) Visual & audio aids

2. Rule of 8 states that a presentation should be readable -------------.

    A) 8 inches away   B) 8 metres away   C) 8 yards   D) 8 feet away

3. The ancient -------------- used public speech primarily to praise or persuade others.

    A) Romans   B) Andeans   C) Greeks   D) Indians

4. Public speaking anxiety, also known as -----------.

    A) Acrophobia   B) Agoraphobia   C) Glossophobia   D) audience

5. Effective listeners keep -------------.

    A) talking a lot   B) a full stomach   C) an open mind   D) a closed mind

II. Fill in the Blanks.

6. Public speaking in the time of the Greeks was called ----------.

7. SAD is Social ---------------- Disorder.

8. "Who wouldn't want to live on an exotic island?" is an example of --------------.

9. "It usually takes me more than three weeks to prepare a good impromptu speech" was quoted by --------------------.

10. A day-to-day organisational tool to make sure you get the smaller details of a large project done is known as -------------.

                                                             (10 × 1 = 10 Marks)

PART B: Answer at least *Five* questions. Each carries *five* marks. (Ceiling 25 marks).

11. What is the importance of mind map ?

12. Mention five effective methods to open a speech or presentation.

13. What are the points for Active listening ?

14. Example of a visual aid to make a speech vivid for the audience.

                                                                         (PTO)

15. Why is knowledge of a topic important in understanding an audience ?

16. How big can an audience be in terms of Listening & understanding ?

17. Understand the demographics of an audience. What are they ?

18. What is meant by making a 'time frame'?

PART C: Answer any *One* question. Each carries *fifteen* marks.

19. Importance of Public Speaking and difference between an Online Presentation and Public Speaking presentation.

20. Organising is an essential when planning a project. Describe certain methods to organise your ideas.

21. A business presentation can be made very effective using visuals. Elucidate.

(1 × 15 = 15 Marks)