

Public Speaking & Presentation Skills

[Confident Voice, Strong Impact]

Introduction :

Speaking well doesn't mean speaking fancy.

It means sharing your thoughts clearly, calmly and with respect.

Confidence grows with practice, preparation and positivity.

Simple Meaning :

Public speaking is the art of sharing your thoughts clearly in front of others — be it in your classroom, on stage, or in an online meeting.

Presentation skills help you explain your ideas using your voice, face, hands and sometimes visuals or slides.

Together, these skills build confidence — the belief that **“Yes, I can speak and be heard!”**

IMPORTANCE

Why are speaking and presentation skills important?

- They help you share ideas in school, college and life. 

- They prepare you for interviews, group talks and future jobs. 

- They make you a better leader and team player. 

- They boost your self-respect and remove fear. 

- They teach you to listen, not just speak. 

Story time

Aarav and the Class Assembly



Aarav loved books but hated the idea of public speaking. One day, his teacher surprised him: "Aarav, you will host next week's school assembly!"



Aarav was scared — "What if I forget the lines? What if others laugh?"



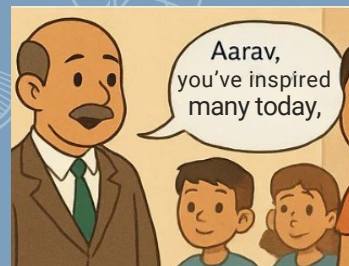
His friend Reva offered to help. They practiced daily, stood before a mirror and worked on voice, smile and body posture.



Assembly day arrived. Aarav's heart raced. But he remembered their practice.



He smiled. He spoke. He finished... and his classmates clapped!



The principal praised him: "Aarav, you've inspired many today."

That day, Aarav learnt
"CONFIDENCE ISN'T ABOUT BEING PERFECT — IT'S ABOUT BEING PREPARED."

KEY VALUES!



Courage – Speak even when you feel nervous.



Respect – Listen carefully and speak politely.



Preparation – Rehearse before you present.



Positivity – Support others, don't tease or judge.



Clarity – Speak simple and slow, not fast and fancy.

Every great speaker was once a nervous beginner.

Related Words

Confidence

Clear communication

Presentation skills

Listening skills

Public speaking

Voice control

Speaking skills

Respectful talk

Stage fear

Body language

Leadership

Verbal skills

Pledge

I believe in my voice and my ideas.
I will speak clearly and with confidence.
I will prepare and practice before I present.
I will respect others when they speak.
I will become a confident and kind communicator.



Culture Connect

Speak truth with respect - “Satya” (truth) and “Ahimsa” (non-violence) are our ancient values of communication.



Confidence Booster

Speak clearly and listen carefully – both are important.



Self-care Tip

Dress neatly and sit or stand straight – your body speaks before your words.





Choose any of these topics and speak for 1 minute in front of your class or group:

- Create a 3-slide (or chart) presentation on one topic:

“Why Reading is Cool”

Say the sentence: “It’s a great day today!”

- Happy 😊
- Angry 😡
- Nervous 😬
- Learn how your voice and face can change the message!

Observe:

- Eye contact
- Smile
- Hand movements
- Clear speaking