

- Category 1:** Nil
(Enclose Certificate that your institute is approved by **TEQIP-II**)
- Category 2:** ₹ 500 (for IIT Kharagpur Students)
- Category 3:** ₹ 2000* (For Industry/Self Sponsored)

Payment should be made via demand draft drawn in favour of
“**CEP-STC, IIT Kharagpur**”, payable at Kharagpur

DEMAND DRAFT DETAILS	
Amount ₹	
Bank Name	
Place	
Branch Code	
DD No. & Date	

Declaration

The information provided is true to the best of my knowledge. If selected, I agree to abide by the rules and regulations of the course and shall attend the course for the entire duration without any failure.

Place _____

Date _____

Signature of applicant

Please complete the details above and mail alongwith registration fee to:

Dr. Anjali Gera Roy
Department of Humanities & Social Sciences
IIT Kharagpur - 721302
Email: anjali@hss.iitkgp.ernet.in

About IIT Kharagpur

History

First in the chain of IITs to be set up by the Government of India, Indian Institute of Technology, Kharagpur started in 1951 in the erstwhile Hijli Detention Camp. It has now blossomed into one of the finest technical institutions in the world, with 585 faculty members in 19 Departments, 9 Centres, and 12 Schools offering 6 M.Sc. programmes, 5 Joint M.Sc. -Ph.D. programmes, 15 B.Tech (Hons.) programmes, 49 joint M.Tech. - Ph.D programmes, 2 M.Tech. programmes (in video-conferencing mode), 1 Master of City Planning programme, 1 Master of Medical Science and Technology programme, 1 LL.B. in Intellectual Property Rights programme, 34 Dual-Degree (both B.Tech and M.Tech) programmes, and 2 Management programmes. It also has MS, Ph.D, and D.Sc. programmes.

Location

Kharagpur is known world over for two landmarks. One, the longest railway platform, and the other, the Indian Institute of Technology, more commonly known as IIT. Situated about 120 km west of Kolkata, Kharagpur can be reached in about 2 hours by train from Howrah railway station of Kolkata or 3 hours by car from Kolkata Airport. Kharagpur is also connected by direct train services to most major cities of the country. The Institute is about 10 minutes drive (5 km) from the Kharagpur railway station. Private taxi, auto-rickshaw or cycle-rickshaw can be hired to reach the Institute.

Weather

Winter (October to February) is moderate and pleasant (10 to 25°C) in Kharagpur. Summer (March to June) is hot (25 to 40°C) and sometimes humid. Rains are normally confined to the months of June to September.

EFFECTIVE SPEAKING AND MAKING PRESENTATIONS

Overview

In ancient Indian, African and Greek societies, conversation and oratory were elevated to the status of a fine art and played a significant role in determining and regulating social, economic and political relations. But the privileging of writing in the print era led to the marginalization of these skills. Effective speaking and presentation skills have been restored to their pre-eminent status in the electronic era and are increasingly viewed as the essential qualities of a good leader.

This course aims to introduce learners to the dynamics of effective spoken communication by establishing speaking as an autonomous mode in terms of vocabulary, structures and register. It will enable learners to participate in one to one interactions, in small groups and before a group. Learners are expected to use the basics of speaking they are grounded into during the course across a range of functions such as giving instructions, making and answering inquiries, negotiating and bargaining, persuading and selling and so on before they go on to make formal presentations.

Goals and Objectives

- To understand what effective speaking is
- To learn to use words effectively
- To improve pronunciation
- To understand the traits of a good speaker
- To identify one's strengths and weaknesses as a speaker and evolve a personal style
- To make effective presentations and assess those of others

Course Schedule and Methods

2.5 hour sessions (lectures and activities) every Thursday and Friday (5.00 - 7.30 p.m.)

Venue

IIT Kharagpur and its extension centers at Bhubaneswar and Kolkata through online video lecture. All video-conferencing enabled classrooms at Kharagpur, Kolkata and Bhubaneswar are equipped with high definition video-conferencing system. Each of these acoustic treated air-conditioned video enabled classrooms with multiple HD cameras, document viewers and large display monitors permit teachers to conduct LIVE interactive sessions from Kharagpur with multiple remote classrooms at Kolkata and Bhubaneswar. 8 Mbps leased line connectivity of Kolkata and Bhubaneswar centers with Kharagpur ensure uninterrupted bi-directional lossless audio video transmission.

Eligibility

Category -1 (AICTE Sponsored / TEQIP Sponsored):

Faculty from AICTE approved Colleges / Institutions / Universities.

Category - 2 (Student / Industry / others):

B.E. / B.Tech. / AMIE / Diploma in Engineering / B.Sc. / M.Sc. or any higher qualification in relevant field.

Persons from Industries & Govt. Organizations related in this field are also eligible.

Important Dates

Exchange the place of Important Dates with Course Schedule.

Last Date for Receiving Application: July 15, 2015

Intimation to Participants: July 17, 2015

Course Duration: July 24 - 31, 2015



anjali@hss.iitkgp.ernet.in

Course Contents

Encoding Nonverbal and Verbal Symbols

- Encoding Verbal Symbols Activities
- Language as a symbol
- How words work
- How to use words effectively

How to improve nonverbal communication

- Eye communication
- Facial Expression
- Gesture
- Posture and Movements
- Dress and Appearance
- Voice and Delivery

Voice Training & Pronunciation drills

- Voice and Personality
- Voice Training exercises
- Modulating Pace, Pitch, Volume
- Phonetics: Vowels, Diphthongs, Consonants, Stress, Rhythm, Intonation
- Confidence and assertiveness

Improving Language Skills

- Building Vocabulary
- Building Sentences
- Grammar

Making Formal Presentations

- How to make Successful Presentations

The Faculty



Anjali Gera Roy is a Professor in the Department of Humanities and Social Sciences IIT Kharagpur where she has designed and taught courses in language, literature and communication for more than 25 years. She has conducted and taught in a number of executive development programs in

IIM Bangalore and IIT Kharagpur and run several tailor-made programs for the industry. She has been a Visiting Faculty in IIM Bangalore and Guest Faculty in Communication in IIM Rohtak and IIM Kashipur. In addition, she has lectured in several universities in Australia, Canada, Germany, Singapore and New Zealand.

Her research interests span linguistic, literary, cultural and performing traditions of India, oral histories, folklore, postcolonial and diaspora theory. Her recent publications include *Bhangra Moves: From Ludhiana to London and Beyond* (Aldershot: Ashgate 2010), *The Magic of Bollywood: At Home and Abroad* (Delhi: Sage 2012), (with Chua Beng Huat) *The Travel of Bollywood Cinema: From Bombay to LA* (Delhi: OUP 2012) and (with Nandi Bhatia) *Partitioned Lives: Narratives of Home, Displacement and Resettlement* (Delhi: Pearson 2008).

Registration Fees

Category-1: Nil (for TEQIP Institutions)

Category-2: ₹ 500 (for IIT Kharagpur Students)

Category-3: ₹ 2000* (For Industry/Self Sponsored)

To confirm participation please send the scanned copy of the Demand Draft to anjali@hss.iitkgp.ernet.in by July 20th 2015.

Accommodation

Outstation participants will be provided accommodation at IIT Kharagpur on self payment basis as per availability on prior request.

Course Co-Ordinator

Dr. Anjali Gera Roy

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REGISTRATION FORM

KNOWLEDGE DISSEMINATION PROGRAMME EFFECTIVE SPEAKING AND MAKING PRESENTATIONS

July 24 – 31, 2015

Name

Date of Birth

Gender Male Female

Category Academic Student Professional
(Please enclose a bonafide certificate from your parent institution)

Organization

Address for Correspondence

Preferred location for attending

Phone

E-mail

Highest Academic Qualification

Experience (in years)

Accommodation Required (at IIT Kharagpur) Yes No

