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TOPIC:- MAJOR Assignment

SUBJECT:- Communication Skills media

Submitted To:- Sir, Saeed

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CONTENT

ANS (1) CRITIQUE FROM AND DELIVERY OF
SPEECH

"A good content is a blood for speech and advertisement. It provide a extra and extreme power to the speech and advertisement."

Speech is fully dependend on a content. It determine the way of intrest, engage and force the audience to agree with you on a topic. Delivery of a speech is a tough Job. Content describe the the interest of audience because your topic itself tells about the engagment and intrest of the audience. A unhygienic content cannot enrive and fullfil the need of audience. Peaker must create a good content based

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Upon on fact, characterized and explanation
the speech clearly and concisely. Speakers
Provide guidance based upon on the topic.
Critique Content but in a better way.
Criticize the content ~~which~~ which provide
to the speaker courage. While critique
on a speech we need to comment fair and
constructive that will help the speaker next
time. A best speech have proper chain of moving
beginning to the ending, such as, Introduction,
body, conclusion. We analyze the speech and
content by different points such as,
The them, Introduction, organization, delivery
and conclusion. For critique we need to
analyze the them, The way of introduction
organization and how it is deliver to the
audience. If the content is not very useful
then we can provide and pointout the
weaknesses and give him a useful suggestion.

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Be specific and don't say, "your speech was good." tell the speaker exactly that what was good. The evidence, the organization, the visual aids or the delivery. Only use specific examples from the speech. Establish some criteria. Consider the speaker's purpose that what he actually convey to the audience before not no about the purpose avoid such negative comments which show irregularity. Focus your comments which help you to understand the actual picture of the speech.

ANSWER 2 FORMAL SPEECH :-

A Type of speech which is used in formal serious situation such as workplace, official meeting, special events and more etc.

Writing a formal speech we should focus on correct grammar, create formal longer sentences and more advanced vocabulary. Formal speech is a formal approach to someone and convince them about anything which is required. Formal speech are based on the rules of standard English proper stem sentence structure and respectful address. Formal speech does not include contraction. Formal speech show respect for speaker and overall other. While informal speech is fully opposite to formal speech.

In informal speech there is no such boundaries which is an formal speech. There is just a used of normal english and no such standard level are required. Informal speech include everyday conversation with friends and family. etc. But in formal speech these things are matter because you are not addressing your friends instead you are in official business meeting. So delivering a formal speech keep best in mind the rules of this speech otherwise you will be ruin all your efforts.

⇒ RESEARCH ABOUT FORMAL SPEECH

1) ^{CLEAR} ~~CLER~~ ABOUT YOUR TOPIC

When you clear about

Your topic it will make your research process more efficient. If you have enough about your topic make an outline it will help you to address and investigate easily.

2) KNOW YOUR PURPOSE:-

Before research find out your purpose of writing for what, why and whom you writing. Your aim must be clear and concise. Then it will help you to build your audience interest. If you are doing a presentation about COVID-19 then you will want to focus and gather the relevant data about COVID-19.

3) UNDERSTAND YOUR AUDIENCE:-

You must have an idea who you will be addressing it can also help you in your research. If the audience are unfamiliar with your topic then you need to

Provide background information. This will be better to engage your audience and build their interest in the topic. And your audience must know about your topic than address them with recent studies.

4) KEEP RESEARCH ORGANIZED:-

Keep your research organized and mentioned relevant data about your topic. It should be short, clear and concise.

5) FIND RELIABLE SOURCES at

LIBRARY

Go to library and ~~text se~~ research reliable sources about your topic. Find out relevant books, journals, newspapers articles regarding your topic.

A → WRITE AND DELIVER FORMAL

SPEECH: (1) THEME (MAIN MESSAGE)

When writing and delivering a formal speech ^{The} ~~the~~ theme is important part and should focus on your main message that what are your purpose and what are you ~~are~~ going to convey to audience. The main message clear your goal and describe your statement.

2) MAKE YOUR OUTLINE:-

Before delivering a speech make sure that you have made a outline points which help to convey your message easily. Your main points must clear and short and concise.

3) USE SIMPLE LANGUAGE:-

When writing and delivering a speech. The speaker's must know about the audience language and should prepared the speech in a simple language. If your audience is unfamiliar the language which used in a speech then it will create a bad impact on audience and rapidly loose the interest of audience.

4) BUILD SUPPORTING POINTS

Always build supporting points regarding your topic. It make a efficient impact and make the speech according to the plan.

1) NON-VERBAL COMMUNICATION:-

While delivering a speech focus on non-verbal communication because it plays a pivotal role in speech. Make

1. Proper eye contact with audience. Using your gesture appropriately and maintain your body movement during delivering a speech. Your dress, objects, approach to audience must accurate and clear.
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Ans: 03) "Online classes is useful In Pandemic Situation"

As we all of know that Covid-19 Pandem is Spreads all over the world and almos all Countries imposed lockdown and Education are closed also due to this Pandem and we have only one way to safe our Education year~~t~~ to take onlin classes. I hope it will be better and safe for us.

In these tough situation, many students are thinking about their education and they are afraid about this. But online classes will be useful and beneficial for students. Online classes have a great impact and benefits such as reduce in cost due the variety of reasons, Flexibility to students has no fixed schedule in a classroom and it can increased instructor and students time.

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"I have shown you the safe and good way to safe education year ~~and~~ in three most effective points which has a huge positive impact on students studies and it will help more to create a more balance and bright future of the students."