**Final Term Paper**

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**1) Does speaking in public fill you with fear and anxiety? Discuss how to overcome this situation?**

**Ans:** Before getting into discussion about the fears of public speaking and how to overcome it fear, let me define it first.The fear of public speaking and anxiety disorder is known as **Glossophobia**. According to numerous surveys, the fear of public speaking is even greater than the fear of death.

Glossophobia is a medical term, which is used for the strong fear of public speaking. It is one of the common phobias and about 75% of the world population struggle with this common phobia and this anxiety disorder.

Some people might feel little bit nervousness at the idea of public speaking, while other people might get extreme fear and panic attacks. They might avoid the situation of public speaking if they have to speak in public. They suffer from shaky hand and quaver voice.

According to well-known Psychologist “The fear of public speaking is more common in younger patients as compared to older ones and may be more prevalent in females as compared to males.”

**Symptoms of Glossophobia:** Following are the symptoms of glossophobia.

1. Raise in blood pressure.
2. Increase in heart rate.
3. Hear loss.
4. Pupils dilation.
5. Dryness in mouth.
6. Intense trembling and dread.
7. In extreme case speaker can suffer from vomiting or nausea.
8. Sweating, particularly on the forehead and hands.
9. Dizziness
10. Shortness of breath (hyperventilating)
11. Muscle tension in the upper back muscles and neck.
12. Feeling of panic attack or nervousness.

**Causes of Glossophobia:** Being rejected or embarrassed is the reason behind of public speaking fear. Glossophobia may relate to one’s past experience. According to famous psychologist “An individual who has a bad experience during public speaking may fear a repeat of that prior experience when attempting to speak again.” or if a person is to speak without preparation or spontaneously to a group of people and it doesn’t go well, he might suffer from fear of public speaking again.

**Useful Tips to Overcome Your Fear of Public Speaking: Following are the useful tips to overcome the situation of fear of public speaking.**

**1) Get Organized:** When a person organizes all his thoughts and materials, it helps the person to be much calmer and more relaxed. Anxiety of speaking can decrease greatly when you organize your thoughts and have clear mind which resultantly helps in better focusing at things at hand that is giving an amazing speech.

**2) Practice and Prepare Extensively:** Write down the main key points of your speech and do not read it from your paper. Practice your speech again and again and prepare it well, so, if anyone from the audience have a question from you so you can answer it confidently.

**3) Eliminating Fear of Rejection**: To overcome fear of public speaking one must battle with fear with rejection in his mind, discouraging thoughts in our mind like “my target audience will hate my speech or audience will show disapprove hoot at me” will only dishearten speaker. So, speaker must eliminate all sorts of fear of rejection. Because the audience is present there to listen to speaker for a reason.

**4) Focusing on Patterns:** Getting into a flow or a rhythm while speaking really helps in overcoming public speaking fear. Sentences should be kept concise and to the point, and also key points should be repeated. Taking a short pause in between points during a speech can make audience anticipate as to what speaker will be saying next.

**5) Watching Oneself in the Mirror:** In order to improve public speaking skills, one must practice and give your speech in front of the mirror and assume as if you are talking directly to the Audience. Focus on your weakness while delivering speech and Pay attention to the following points:

1. Your body movements
2. Your gestures
3. How welcoming you appear
4. Your facial expressions
5. When you have gentle expressions and a calm body language when you speak, you will be more welcoming to your audience.

**6) Record Yourself and Learn Your Voice:** Before giving speech publicly always record your speech on your smartphone and record your speech from start to end and then listen to it. It will be help you in improving your speech before going publicly. Some people do not like their own voices while listening to their voice taps but it is important that you get use to it.

**7) Work on Your Breathing:** A great speaker always have control on his breathing. You have to focus on your breathing so your voice has more quality tone and you will relax. Always breathe calmly and focus on getting into good rhythm. Good breathing will always help you in staying clam and it will reduce your stress.

**8) Practice Some More:** There is a quote which says “*The only way to learn to speak is to speak and speak, and speak and speak, and speak and speak and speak”* it is quite evident from above quote that in order to be great speaker one’s must practice non-stop because practice makes men perfect.

**9) Give Your Speech to Another Person:** There are many people you can practice with before going to speech publicly. Make sure that with whom you are doing practice is completely honest with you and with their critique.

For example:

* Your Siblings.
* Your parents.
* Your colleagues.
* Your friends.

Speaking Infront of someone will help us in getting clam and relax and the other person will give you feedback about the speech as well which will help you in overcoming your weakness.

**10) Lightly Exercise Before Speaking:** Doing light exercise before giving speech publicly can help you in increasing of blood circulation and send oxygen to your brain, which will also help you in getting calm and relaxed.

**2) How to organize and support ideas?**

**Ans:** Following are the steps to organize and support your idea.

**1) Define the Purpose:** Clear your mind and think as what is your goal or what are you seeking to achieve, note it down and then say it loudly. If you can’t say in a single breath, it’s too long or maybe purpose is not clear to you yet. it is utmost important that the purpose is defined and clear first.

**2)** **Supporting Materials**. Using various supporting materials from multiple sources will help you explain the concept easily that you are trying to discuss or teach. while going through the different supporting materials, one must keep in mind about numerous ways that can illustrate and explain your point.

**3)** **Finding Top Three Points**. After determining the purpose and gathering all the supporting materials, go through all of it and determine the top three points only.

**4) Determine the Organizational Pattern**. Depending on the topic, Speech can be delivered in numerous different ways, including sequential order or chronological order.

**5) Creating an Outline**. Creating an outline format is the best practice, and practice it loudly to realise what actually works & what doesn’t. While writing it down on paper, it may sound brilliant to you but may sound confusing and not make sense when you say it out loud. As you practice more & become familiar with your presentation, decrease the full sentence outline into a key-word outline. The key word outline will act as a cue to remind the speaker on what he desires to speak. Determine if the outline you prepared fulfil your purpose.

**3) Discuss briefly “Media briefing guidelines for media managers”?**

**Ans:** Media Briefing: Media/press briefing is a kind of meeting called in by any Organization, State or Federal Government or any high ranked official bodies to inform press about something.

**OR**

A news/press conference or press conference is a media event in which newsmakers invite journalists to hear them speak and, most often, ask questions.

**Media Briefing Guidelines for Media Managers:**

**Sourcing experts and topics:** Topics must have some news value and speakers must be willing to brief journalists on the record.

**Editorial independence:** Facts and Figures should be presented without being biased. It should not be changed because of someone’s pressure.

**Who will attend?** You should invite journalists from all the news agencies and main stream media houses. It is best to expect that none of invited journalist have past experience of covering any sort of story in your area of expertise.

**Timing:** Morning and Afternoon are the best timings for media briefings.

**Don’t talk about unreleased news:** Never talk about unreleased news.

**4)Write a note on Formal Speech?**

**Ans:** Formal Speech is a type of speech which is used in formal, ‘serious’ situations such as the workplace, office meetings or business events.

A formal follow the rules of English grammar and addresses everyone with respect e.g. the use Madam and sir words. All the sentences are well constructed. Informal words and short forms like ‘hasn’t’ or ‘doesn’t’ are not used in formal speech.

**How to research for a formal speech?**   
Follow are the steps of how research for a formal speech.1) Clarify your topic.   
2) Identify your Purpose  
3) Find credible sources on your topic.  
4) Keep your research organized.   
5) Understand your audience.  
6) Keep the timing in mind.

**How to Write a Formal Speech?**1) Know the Purpose.  
2) Know your Audience  
3) Know the Length:   
4) Write, Revise, Practice, Revise, Practice:

**How to deliver a Formal speech:** The final stage if how to deliver your speech.We should always begin our speech that is familiar with the audience because our audience is familiar with that and we will have a good start and our audience will show their interest as well. After gaining the interest of your audience then you should move towards the unfamiliar part of your speech. after coming to the unfamiliar part of your speech, it is important to maintain the interest of your audience and do not let them get bored. To maintain the audience interest, we share human interest stories, we should use clear meaning words so that can create clear and visual image in audiences mind, we should be friendly and natural with your audience.

**5) Write a persuasive speech on topic “Stay Home, Stay Safe” in light of current pandemic situation.**

Dear Audience, In the wake of this Corona Pandemic in our Country, the world has come to the halt. Yet many people have taken this corona disease very non-serious. Let me briefly tell about how serious corona is and its prevention.After doing hours of research and reading many articles about Covid-19 and discussing it with many doctors from different hospitals, I hope by the end of my speech you all will agree with me that why “Stay Home, Stay Safe” is the only way to stop Covid-19.

As we know that the number of cases of Covid-19 are increasing rapidly around the globe and 9,215,408 have been infected till now and the WHO has already declared it as pandemic situation. Many countries are on lock down in order to stop Covid-19.

Let us all promised to “Stay home, stay safe and save Pakistan” Covid-19 may not be contagious and dangerous like Spanish flu but still it is still a pandemic and we should be worried about it. Look around you, look at Pakistan. Everything is closed. Well, almost everything. Schools, colleges and universities are shut in Pakistan.

Stay at home directives (SOP’s) are issued to protect you, your family, and the public at large. Do your part by staying home. Do your part by staying home. Now is not the time for a play date for kids, not the time for a dinner for adults, and not the time for a personal visit to the elderly. Eid/birthday parties should be cancelled and weeding’s plans should be postponed, extended family dinners should be suspended. Even if you guys remember PSL matches were cancelled in order to protect you from this new deadly virus.

Dear Audiences, postpone all your personal services i.e. massage therapist, no nail appointments, no visits to the barber or salon. Not for forever but just for right now. Focus on your home, Family and your health. Please maintain social distancing and limit your contact with other people. It may not only help you to prevent the virus from spreading but you can literally save lives by staying home.

Dear Audience, there are few things that you all should remember. The stores will remain open which means the supply of food is intact, there is no need of buying months of food. The water supply is stable. Water from the tap is safe and necessary. Stay hydrated.

Dear Audience, stay home, stay safe doesn’t mean at all to lock yourself in a room and get isolated. You can still do several activities to keep your mental and physical health fit by doing such activities like:

1) Play with your kids  
2) Encourage adults to use technology to stay connected.  
3) Encourage the elderly to protect themselves.  
4) Focus on your health by doing exercise.   
5) Play with your pets.  
6) Eat and drink healthy.

I hope you will follow what I have said and before I finish my speech always remember **“Stay Home, Stay Safe and Save Pakistan”**