Public Speaking, Emcee & Personality Development Training

A Non-Credit Co-Curricular Course for Academia International College (AIC)

Gwarko, Lalitpur, Nepal · Tribhuvan University-affiliated

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1. Course Overview

This non-credit course is open to students of all AIC programs (BSc CSIT, BCA, BBM, BBS and MBS). It builds confident, well-presented graduates who can speak effectively before an audience, present their ideas and projects, perform well in interviews, and host college and professional events. It carries no TU credit hours and does not affect any semester result.

Course components: Public Speaking · Personality Development · Emcee/Hosting · Interview and Presentation Readiness · Mr./Miss Fresher Preparation (optional)

Recommended schedule: 1.5 hours per day, outside regular class hours

Training ratio: 60% theory and 40% practical

Batch size: 20 to 25 students per session

Programme objective: To develop confident, well-presented individuals with strong communication skills, a positive personality and the ability to speak effectively in front of a large audience, in the classroom, in the workplace and on stage.

2. Why This Course at AIC

- CSIT and BCA students need to present projects, defend dissertations and communicate technical ideas to non-technical audiences.
- BBM, BBS and MBS students need confident presentation, negotiation, group discussion and interview skills.
- AIC organizes seminars, conferences, fresher programs and cultural events that need trained student hosts and volunteers.
- Employers consistently look for communication and presentation skills alongside technical or academic ability.

3. Course Packages

Package	Duration	Focus
Package A: Intensive Foundation	1 week (6 days)	Foundation and performance: confidence, communication, public speaking
Package B: Professional Program	2 weeks (14 days)	Deeper transformation plus emcee/hosting and Mr./Miss Fresher pageant preparation

4. 1-Week Intensive Program (Days 1–6)

Day	Main Theme	What We Teach	Practical Activities
1	Self-Confidence and Personality Development	Personality development, self-awareness, strengths and weaknesses, self-confidence and self-esteem, overcoming stage fear, positive mindset, first impressions and personal presentation	30-second self-introduction, confidence walk, eye-contact practice, positive affirmation activity, stage fear challenge
2	Body Language and Communication Skills	Verbal and non-verbal communication, posture, facial expressions, gestures, eye contact, personal grooming, professional etiquette, active listening	Body-language demonstration, posture and gesture practice, active listening game, role-play and first-impression exercise
3	Voice Development and Public Speaking Fundamentals	Voice projection, breathing, pitch, pace and tone, pronunciation and articulation, vocabulary, pauses and emphasis, eliminating filler words, structuring a speech	Breathing exercises, projection drills, tongue twisters, 1-minute speech, recorded speech and feedback
4	Speech Delivery and Presentation Skills	Powerful openings and closings, clear message, storytelling, connecting with the audience, persuasive and impromptu speaking, PREP method	2-minute speech, storytelling challenge, impromptu speaking, random-topic speaking, audience engagement practice
5	Presentations, Group Discussion and Interview Readiness	Presenting projects and reports, explaining technical or business ideas simply, group discussion etiquette, handling questions, leadership and teamwork, interview basics	Group discussion, mini debate, 3-minute project or idea pitch, mock interview, question-and-answer challenge, peer evaluation
6	Grand Finale and Final Assessment	Individual and group performance evaluation, feedback, recognition	Final individual and group speaking performance, judges' evaluation, awards and certificate distribution

5. 1-Week Professional Program (Days 7–14)

Focus: Emcee and event hosting, stage presence, grooming and styling, talent presentation, question-and-answer rounds, and the Mr./Miss Fresher finale.

Day	Main Theme	What We Teach	Practical Activities
7	Emcee Fundamentals	Role of an emcee, types of events (academic, cultural, corporate), stage	Microphone practice, 1-minute opening remarks, introduction

Day	Main Theme	What We Teach	Practical Activities
	and Stage Presence	confidence, microphone handling, audience connection	with music, individual stage entry
8	Script Writing and Event Hosting	Writing event scripts, opening and closing remarks, introducing chief guests, speakers and performers, managing transitions and announcements	Script-writing workshop, guest introduction drill, mock award ceremony, co-emcee practice
9	Handling Live Events	Handling technical delays, interruptions and unexpected situations, time management, working with the organizing team, stage coordination	Live event simulation, crisis role-play, solo and co-hosting practice
10	Grooming, Styling and Fashion Presentation	Personal grooming, hygiene, outfit coordination, formal and casual dressing, accessories, fashion etiquette, individual style	Grooming demonstration, outfit coordination challenge, formal-versus-casual styling, personal styling presentation
11	Ramp Walk and Stage Movement	Walking posture, balance, rhythm, turns, poses, stage positioning, confident entry and exit	Individual ramp walk, walking with music, turns and signature pose, group walk, feedback
12	Talent Presentation and Interview Round	Presenting individual talent, storytelling, stage creativity, facing judges, answering personal and situational questions with composure	2-minute talent showcase, mock judge interview, rapid-fire round, hot-seat challenge
13	Impromptu Speaking and Full Rehearsal	Thinking on the spot, opinions on social issues, general awareness, complete pageant sequence	Pick-and-speak challenge, current-affairs round, full dress rehearsal and mock competition
14	Grand Finale: Mr. and Miss Fresher	Final competition, personality presentation, ramp walk, talent, question-and-answer, judges' evaluation	Grand entry, introduction round, ramp walk, talent showcase, judges' interview, winner announcement, crown ceremony, certificates

Mr./Miss Fresher preparation (Days 10–14) is optional. Students who prefer to focus only on speaking and hosting may complete Days 7–9 with an alternative practical project, such as hosting a mock college program.

6. Final Assessment Criteria

Participants are scored out of 100 by a panel of judges on the final day.

Criterion	Marks
Confidence	20
Communication	20
Body language	15
Voice and pronunciation	15
Stage presence	15
Spontaneity	10
Professional etiquette	5
Total	**100**

7. Certification

Certificate title: **"Public Speaking/Emcee & Personality Development Training 2026"**, issued by Academia International College.

Eligibility for certificate: minimum 80% attendance and participation in the final assessment. This is a non-credit certificate and carries no academic credit under Tribhuvan University.

8. Expected Outcomes

By the end of the training, participants will be able to:

A. Personality Development

1. Develop strong self-confidence, self-awareness and a positive personality.
2. Improve personal grooming, professional appearance and social etiquette.
3. Demonstrate confident body language, posture, gestures and facial expressions.
4. Develop leadership, teamwork, interpersonal and networking skills.
5. Build a positive personal identity and professional presence.

B. Public Speaking and Communication

6. Deliver structured, engaging and impactful speeches confidently.
7. Use effective voice modulation, projection, pronunciation and articulation.
8. Speak spontaneously on unfamiliar topics with clarity and confidence.
9. Use storytelling, examples and persuasive techniques.
10. Handle audience questions and unexpected speaking challenges.
11. Participate confidently in debates, group discussions and presentations.
12. Present academic projects, reports and dissertations clearly to examiners and audiences.

C. Professional Emcee and Event Hosting Skills

13. Understand emcee responsibilities and event management basics.

14. Prepare event scripts, opening remarks, introductions and closing statements.
15. Host academic, cultural, corporate and entertainment events.
16. Handle microphones, stage movement and audience interaction.
17. Introduce chief guests, dignitaries, speakers and performers professionally.
18. Manage transitions, announcements, award ceremonies and stage coordination.
19. Handle technical delays and programme interruptions gracefully.
20. Host events individually and with a co-emcee.

D. Professional Readiness and Practical Exposure

21. Develop a professional personal profile and introductory portfolio.
22. Prepare an event-hosting script and a professional self-introduction.
23. Perform confidently in job interviews and group discussions.
24. Gain practical experience through mock presentations and live event simulations.
25. Participate confidently in competitions, seminars, workshops and college events.

Final outcome: Participants will be equipped with practical public speaking, personality development and emcee skills, enabling them to speak confidently before audiences, deliver presentations and host a range of events independently.