



# UPNM

National Defence University of Malaysia

Kewajipan • Maruah • Integriti

## EVERYONE CAN SPEAK!

### Synopsis

This course is designed to help you speak at ease, anywhere anytime. Consisting of 4 modules, from building self-confidence, acquiring presentation skills, delivering a speech to giving an impromptu speech. Students are expected to have good interpersonal communication skills and able to work in groups, interact with confidence and ease and communicate effectively.

### Learning Outcomes

At the end of the course, students should be exposed to the principles of effective communication. Students will be able to:

- develop self-confidence while speaking in public and apply accurate techniques when doing presentation,
- demonstrate the ability to produce a well-organised speech, and
- produce impromptu speech of any topics.

### Delivery Mode

Face-to-face/On-line

### Duration

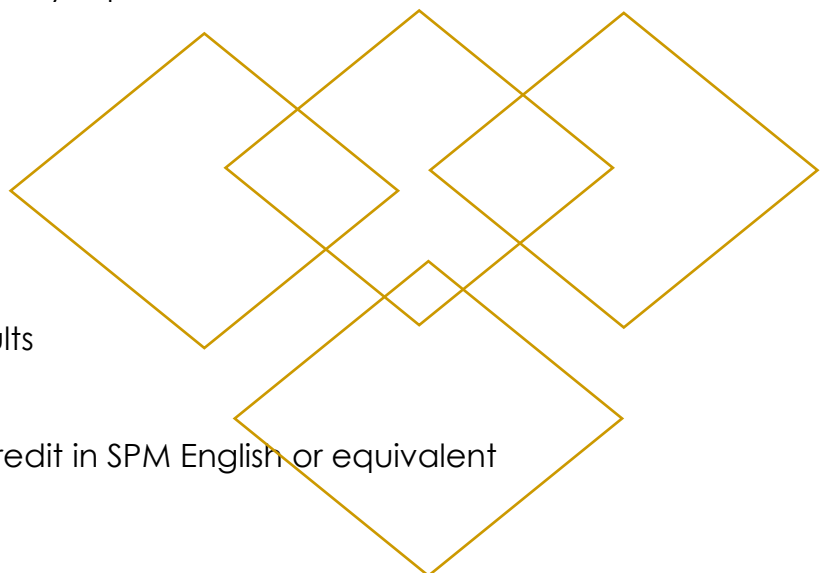
3 Days

### Target Participant

Mature students and working adults

### Admission Requirement

Basic level of English language, credit in SPM English or equivalent



## Course Outline:

### MODULE 1: Confidence Building

- Why we need confidence to speak well?
- Strategies to develop confidence
- Activity 1: Confidence, do I have what it takes? (peer review)

### MODULE 2: Presentation Skills

- Steps in Preparing Effective Presentation (Plan, Prepare, Practise, Present)
- Presentation Flaws
- Activity 2: Preparing Speech Layout (Introduction, Body, Conclusion)

### MODULE 3: Public Speaking

- Types of Public Speaking
- Strategies of Becoming a Better Speaker
- Activity 3: Public Speaking Practice

### MODULE 4: Impromptu Speech

- How to nail Impromptu Speech (Non-verbal cues, interruptions, turn-taking)
- Do's and Don'ts of Impromptu Speech
- Activity 4: Impromptu Speech Practice (Formal meeting setting)

## Course Fee

RM1,000.00



NDUM Institute of Executive Education (NIEEd)  
11<sup>th</sup> Floor, Bestari Building  
National Defence University of Malaysia  
Kem Perdana Sg. Besi  
57000 Kuala Lumpur  
Email: [pengarah.nieed@upnm.edu.my](mailto:pengarah.nieed@upnm.edu.my)  
Tel: 03-90513400 ext: 7621070 / 7621091 / 3549  
[www.upnm.edu.my](http://www.upnm.edu.my)