

COMMUNICATION SKILLS SERIES

Public Speaking Skills

Conquer your fear of speaking, command every room with confidence, and become the kind of speaker that audiences remember, respect, and follow.

"Speak with Confidence. Influence with Impact."

Public speaking is one of the most valuable skills you can develop. Whether you are speaking in a classroom, giving a presentation at work, attending an interview, leading a meeting, speaking at a public event, or simply sharing your ideas in a group — the ability to speak clearly, confidently, and persuasively in front of others is a skill that will open doors, build your career, and change the way people see you.

Research consistently shows that public speaking is one of the most common fears people have. Many talented, intelligent professionals hold themselves back simply because they lack the confidence and skills to speak up in front of others. They have great ideas — but those ideas never get heard, because the person behind them does not know how to express them effectively.

The **Public Speaking Skills** course at GroomX Finishing Academy is designed to change that. This is not about turning you into a professional orator or teaching you to memorise scripted speeches. It is about giving you the confidence, tools, and real-world practice to speak naturally, powerfully, and authentically — in any situation, to any audience, at any time.

Through a combination of theory, guided exercises, and extensive live practice with personalised feedback, you will move from nervous and hesitant to confident and compelling — step by step, at a pace that works for you.

Why Choose This Course

Conquer the fear of public speaking

Learn exactly why speaking anxiety happens and use proven, practical techniques to manage and overcome it — so you can speak up whenever it matters.

Speak with natural confidence and authority

Develop the presence, voice, and composure of a confident speaker — without sounding scripted, stiff, or unnatural.

Organise your thoughts and speak clearly

Learn how to quickly organise your ideas and deliver them in a clear, logical, and compelling way — even when you are speaking without preparation.

Persuade, inspire, and influence

Move beyond simply informing your audience. Learn how to craft messages that persuade people to think differently, feel something, and take action.

Command attention with voice and body language

Your voice, eye contact, posture, and gestures account for most of the impact you make as a speaker. Learn to use all of them with skill and intention.

Extensive live practice with real feedback

You will speak regularly throughout this course — in a safe, supportive environment — and receive specific, actionable feedback to improve after every session.

Module Outline

1

Introduction — why public speaking matters and what holds us back

This opening module establishes the foundation. You will understand why public speaking is such a valuable life and career skill, explore the most common reasons people fear it, and set clear personal goals for what you want to achieve through this course.

2

Understanding speaking anxiety — the science behind the fear

Fear of public speaking is deeply rooted in human psychology. This module explains exactly what happens in your brain and body when you face an audience — and more importantly, why those physical reactions are normal and manageable. Understanding the fear is the first step to conquering it.

3

Managing nerves — practical techniques for calm confidence

From controlled breathing and visualisation to power posing and pre-speech routines — this module gives you a personal toolkit of techniques to manage speaking anxiety. You will practise each one and identify which combination works best for you personally, so you always feel prepared before you speak.

4

Voice — your most powerful speaking tool

Your voice does far more than carry words — it conveys confidence, authority, warmth, and emotion. This module teaches you how to use volume, pitch, pace, tone, and pauses to maximum effect. You will practise vocal exercises that strengthen your voice and give it the clarity, power, and expressiveness of a truly compelling speaker.

5 **Body language — commanding the room without saying a word**

Studies show that up to 55% of communication is non-verbal. How you stand, move, make eye contact, and use your hands all contribute to how your audience perceives you. This module teaches you to use every aspect of your physical presence — posture, gesture, movement, and eye contact — to project confidence, credibility, and connection.

6 **Structuring your speech — the art of clear, logical thinking on your feet**

Even the most confident speaker can lose an audience if their thoughts are disorganised. Learn simple, powerful frameworks for structuring your speeches — the classic opening-body-close structure, the problem-solution framework, and the three-point rule — so your message always flows clearly and naturally, whether you are speaking from notes or completely off the cuff.

7 **Opening strong — grabbing attention from your first word**

You have about 30 seconds to capture your audience's attention before their minds begin to wander. This module teaches you five powerful ways to open any speech — a compelling story, a thought-provoking question, a striking fact, a bold claim, or a moment of humour — so you always begin with maximum impact and immediately earn the room's full attention.

8 **Storytelling — the most powerful tool in a speaker's arsenal**

The speakers who truly move audiences are not the ones who share the most facts — they are the ones who tell the best stories. Learn the elements of a compelling story, how to find and tell your own personal stories, and how to use narrative to make abstract ideas concrete, emotionally resonant, and genuinely unforgettable.

9 **Language and word choice — the power of saying it right**

The words you choose matter enormously. Learn how to use vivid, specific, and concrete language that paints pictures in your audience's minds. This module also covers eliminating filler words like "um," "uh," and "basically," using rhetorical devices like the rule of three and repetition, and choosing words that move, motivate, and persuade.

10 **Connecting with your audience — making every person feel included**

The best speakers do not talk at their audience — they talk with them. Learn how to establish genuine eye contact with individuals across the room, read the audience's energy and respond to it, use inclusive language and direct address, and create a warm, two-way connection that makes every person in the room feel personally engaged.

11 **Impromptu speaking — thinking and speaking on your feet**

Some of the most important moments of speaking happen without any preparation — an unexpected question in a meeting, a sudden invitation to share your thoughts, or a spontaneous networking opportunity. Learn the PREP framework (Point, Reason, Example, Point) and other techniques for organising your thoughts quickly and speaking confidently without preparation.

12 **Speaking in different contexts — meetings, interviews, and events**

Public speaking looks different in different situations. This module covers the specific skills and approaches needed for the most common professional speaking contexts — contributing confidently in meetings, answering interview questions clearly and persuasively, speaking at formal events, and leading group discussions.

13

Handling difficult moments — interruptions, blank minds, and tough audiences

Even the best speakers face challenging moments. What do you do when your mind goes blank mid-speech? How do you handle an interruption or a hostile question? How do you re-engage a distracted audience? This module prepares you for the unexpected so that no difficult moment can throw you off your game.

14

Closing with power — ending that resonates and inspires

Your closing is the last thing your audience hears — and the part they are most likely to remember. Learn how to close any speech with a strong, memorable conclusion that reinforces your key message, creates an emotional resonance, and inspires your audience to think, feel, or act differently as a result of having heard you speak.

15

Final live speaking sessions — personalised feedback and next steps

The final module is dedicated entirely to live speaking practice. You will deliver a full speech, receive detailed personalised feedback from your trainer on every aspect of your performance, and leave with a clear, specific action plan for continuing to grow as a confident, compelling public speaker well beyond the course.

What You Will Be Able To Do After This Course

✓ **Speak confidently in front of any audience**✓ **Manage speaking anxiety with practical techniques**✓ **Command a room with powerful voice and body language**✓ **Structure speeches clearly and logically every time**✓ **Open with impact and close with a lasting impression**✓ **Tell stories that engage and move any audience**✓ **Speak confidently on the spot without preparation**✓ **Handle tough questions and unexpected moments calmly**

Who Is This Course For?

Anyone who fears speaking

If public speaking makes you nervous or anxious, this course is specifically designed to take you from fear to confidence step by step.

Working professionals

Anyone who speaks in meetings, client calls, conferences, or team settings and wants to communicate with more confidence and impact.

Students and freshers

Students who want to excel in seminars, group discussions, interviews, and their first professional speaking situations.

Frequently Asked Questions

Is this course suitable if I have severe public speaking anxiety?

Yes. The course begins with building confidence in a completely safe and supportive environment. You will never be pushed beyond your comfort zone too quickly. Our trainers are experienced at working with highly anxious speakers and have helped many students go from extreme fear to genuine confidence.

Is this course different from the Presentation Skills course?

Yes. While there is some overlap, Public Speaking Skills focuses more broadly on speaking in all situations — meetings, impromptu speaking, events, interviews — and on the personal journey of building confidence as a speaker. Presentation Skills focuses specifically on structured business presentations including slide design and data communication.

How many times will I actually practice speaking during the course?

Many times. Practice is the core of this course. You will speak in every session — short exercises at first, building up to full speeches. Every practice session includes specific, constructive feedback from your trainer so you improve quickly with each attempt.

How is the course conducted?

Contact us at 9036111000 or visit our office to learn about current batch schedules and available formats. Both individual coaching and small group formats are available.

What Our Students Say

★★★★★

"I could not even introduce myself in a group without my voice shaking. Three weeks into this course, I spoke at a company town hall in front of 200 people. I cannot believe the change. GroomX gave me something I thought I would never have."

Anjali P.

Finance Executive, Bangalore

★★★★★

"The impromptu speaking module was a game changer for me. I used to panic whenever I was asked to speak without preparation in meetings. Now I have a framework in my head and I actually feel ready. My confidence has gone up significantly."

Mohan R.

Team Manager, Bangalore

Find your voice. Own every room.

Join GroomX Public Speaking Skills Training and become the confident, compelling, and inspiring speaker you are meant to be.

Call us: 9036111000 | Visit our office in Bangalore anytime