

**MICROCREDENTIAL**  
**EFFECTIVE BUSINESS COMMUNICATION**  
**PUBLIC SPEAKING QUESTION**

**INSTRUCTION**

You are required to demonstrate your informative speech based on the information below:

1. Share the:
  - a) Specific purpose of the topic.
  - b) Central idea of the topic.
2. Describe the Introduction of the topic.
3. Explain the Body of content (based on the specific purpose and central idea).
4. Explain the conclusion of the topic.
5. Format for Public Speaking:
  - a) Time allocated for your speech is 3 minutes.
  - b) Your speech should follow the 7C's in the Principle of Effective Business Communication.
6. Tips for picking a great topic:
  - a) Choose a topic that you're fairly familiar with or have an interest in. this might help you to include some personal experience as a bonus to your speech.
  - b) Make sure to choose the topic that always resemble the interests of your audience.

You are required to choose the topics for Public Speaking based on the list given below:

1. How to be an active listener in communication skills?
2. How to spot a toxic employee?
3. The future of business communication.
4. Recognizing and deciphering the body language in communication.
5. Improving interpersonal communication.
6. The importance of using the positive influencing skills in the workplace.
7. What are the 7C's of communication.
8. Gossip is good among the workers.
9. The role of Nonverbal communication in Business Communication.
10. How to manage conflict in the workplace?
11. Why we need to support local business?
12. The role of influencers for building a brand.
13. The effect of advertisement on consumer behavior.
14. The impact of social media on academic progress.
15. Why smiles are contagious?
16. How to respond of take a compliment.
17. The role of creativity in self-development.
18. How language learning benefits brain development.
19. If I were a boss.
20. The characteristics of a valuable team member.
21. How to appear confident when you're not?

22. The most common challenges of entrepreneurship.
23. Ways to reduce stress.
24. Can music help in the learning process?
25. The impact of junk food on mental health.
26. The importance of a healthy work/life balance.
27. How to leave a great first impression on stage.
28. The importance of copyright and trademark on business.
29. Simple practices that help you stay healthy.
30. Women in business.
31. How to create a successful business plan.
32. Introverts are better entrepreneurs.
33. Have Facebook and WhatsApp taken over family time?
34. Why is radio communication still popular?
35. Barriers to effective business communication.
36. Hard Work vs Smart Work.
37. Virtual classrooms: Less effective than traditional classroom learning?
38. Importance of kindness.
39. The effects of discrimination.
40. How to save money in college.
41. Going back in time: The history of communication.
42. How grapevine communication affects the success of a company.