

COMPERING

- Unit 1 **Public Speaking:** Showing how to hold an audience's attention, Teaching awareness of voice and its function, Demonstrating how to control body language, Breathing and articulation to strengthen your personal and vocal confidence
Examples of anchors work and detailed analysis of their styles
- Unit 2 **An overview of the Television & Industry**
Voice Over: Rhythm of speech, Breathing, Resonance, VO for TV commercials/ corporate videos/ radio commercials/ TV Documentaries
- Unit 3 **Role of Announcers, Presenters and Compere**
Duties and Responsibilities of Announcers
Duties performed by Announcers
Abilities of an Announcer
- Unit 4 **Script Witting**
Techniques of script writing for an event
Different formats
Formatting of scripts
Setting the scene
Choosing an environment - how to make it work
What to look out for - what to avoid
Dialogue: Importance of Dialogue
Targeting the chosen audience
Current Trends
- Unit 5 **Culture your voice**
Language & Diction
Pronunciation: Changing Meaning through Word Stress
Word Stress Explanation and Exercises
Basics of fluency, pitch, tone, Inflection, Intonation
Understanding Pitch & Volume
Projection, Throw & Clarity
Voice Modulation, Variation & Improvisation
Effective and efficient use of speech
Getting Rid of a Regional Accent
Studio Performance / Recording
Technology & Terminology

- Unit 6 **Voice modulation**
 Modulation
 Understanding situations, emotions, character sketch and co actor.
 Importance of understanding literature, music, theatre and cinema
 Detail analysis of mastering body language
 Voice training with emphasis and scanning
 Pronunciation, Modulation speech, rhythm and speed inflexion, diction, style
 reading session

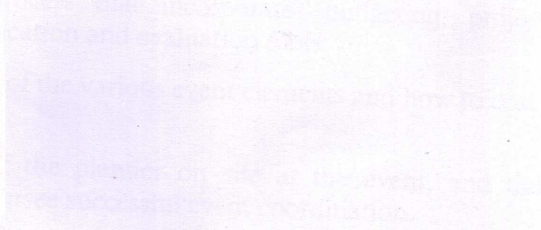
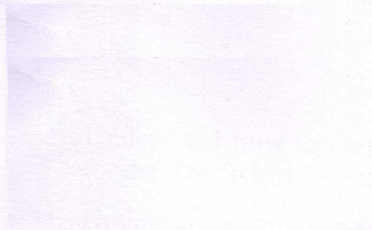
- Unit 7 **Mime & body language**
 Body Language, Posture & Eye Contact
 Physical Acting: Balancing with audio
 Body language
 Facial expressions
 Looks in different angles
 Laugh as a balancing factor with dialogue
 Difference between theatrical performance and camera angles

- Unit 8 **Presentation Techniques (Audio)**
 Know the Equipments
 Speaking In Public & Speaking to Camera
 Reading & Performing a Script
 Voicing for IVRS, Documentaries & Drama
 Recording the voice
 Digital & Recording Editing
 Studio autocue reading
 Modern Microphone Techniques
 Use of Hand held /Lapel Microphones

- Unit 9 **Presentation Techniques (Visual)**
 Speaking In Public & Speaking to Camera
 Make Up for Camera & Lights
 Camera Looks, Knowledge of Camera
 Close up /MS/LS/OS Shots
 Presenting and reporting techniques, Multi-camera facing
 Audition techniques
 Practical Exercises, Role play & Mock Sessions

- Unit 10 **Current Affairs**
 Situational Conversation Practice

Incorporating current affairs as a planned programme in comparing/ anchoring



UNIT-1 INTRODUCTION TO EVENT MANAGEMENT

Introduction to Event Management - The Nature of a Professional Event Manager

UNIT-2 CONCEPTS AND PLANNING

Event Concepts - Develop a concept - Event Objectives - Planning the Event Process - Event Planning - Event Management

UNIT-3 IDENTIFICATION

Identification of Event - Event Management - Event Management

UNIT-4 EVENT CONCEPT

Developing an Event - Analysis of Event - Types and Categories of Events - Event Planning and Preparation - Event Management

UNIT-5 EVENT DESIGNING

Event Design - Event Design - Event Design - Event Design

UNIT-6 EVENT LOGISTICS

Event planning

- Understand how to create an event that achieves specific objectives for the host/client.
- Design a planning process that incorporates budgeting, project management, communication and evaluation tools.
- Have an understanding of the various event elements and how to cost-effectively employ them.
- Understand the role of the planner on site at the event, and the mindset necessary to oversee successful event coordination.

UNIT – 1 : INTRODUCTION TO EVENT PLANNING

Industry Overview - The role of an event planner - The qualities of a good planner - learning clients needs

UNIT – 2 : UNDERSTANDING EVENT PLANNING

Aim of event - Develop a mission - Establish Objectives - Knowing Your Audience Preparing event proposal - Use of planning tools

UNIT – 3 : EVENT TYPES

Types and category - Sports, Rallies, Wedding - corporate events

UNIT – 4 : EVENT CONCEPT

Developing the concept - analysis of concept - Types and categories - logistics of concept - Event planning and preparation - case studies

UNIT – 5 : EVENT DESIGNING

Designing the event - Mapping out a timeline and critical path - preparing, printing and compiling delegate packs

UNIT – 6 : EVENT LOGISTICS

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Planning event logistics - Image, branding, Advertising, publicity and public relations

UNIT - 7 : EVENT LEADERSHIP

leadership skills - managing team - group development - group structure - Effective team - process and Issues

UNIT - 8 : COMMUNICATION AND RESPONSIBILITIES

written communications (official notes, Invoice and verbal communications) - Pre-Event Responsibilities - On-Site Responsibilities - Post-Event Responsibilities

UNIT - 9 : EVENT PRODUCTION

Concept, theme, fabrication, Light and Sound - Understanding Food and Beverages industry - Understanding decoration industries - Developing understandings about other relevant industries.

UNIT - 10 : EVENT LAWS AND ETHICS

Relevant legislations - Code of ethics - stake holders and official bodies - Security related issues - Handling other legal issues of event management - Contracts & Negotiations - Key Parts of A Contract - Typical Industry Clauses - Stages of Negotiation - Negotiating Strategies

BOOKS FOR REFERENCE

Planning and Management of Meetings, Expositions, Events and Conventions by George G. Fenich, Ph.D.

Special Events: Creating and Sustaining a New World for Celebration (The Wiley Event Management Series) by Joe Goldblatt

The Business of Event Planning: Behind the Scenes Secrets of Successful Special Events (Hardcover) - by Judy Allen

Successful Event Management: A Practical Handbook (Paperback) by Anton Shone