



# PROJECT REPORT

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# ORATOR'20 - FINAL REPORT

## Project Description

The **Media Club of SLTC** has always engaged undergraduate students in brainstorm based programs by giving opportunities to improve their skills and abilities for the betterment of young generation. Therefore “**ORATOR' 20**” - an **Online Speech Contest** was organized by the **Media Club of SLTC** in collaboration with **IES IEEE of SLTC** as one of the biggest attempts to encourage the public speaking among the university students. This was an inspiration for youth undergraduates, who are willing to build their potential and enhance critical thinking,

**ORATOR'20** consisted of two programmes,

- **Webinar** – A workshop to introduce the concept of public speaking and further develop speaking skills in order to increase interest on the competition.
- **Online Speech contest** - A trilingual competition to reveal talents and earn a valuable certificate.

## Structure of the Project

Part I - Webinar on “How to be a Good Public Speaker”

Part II - Orator'20 - Online Speech Contest

### **Webinar on “How to be a Good Public Speaker”**

Date	: 28 <sup>th</sup> Friday, August, 2020
Time	: 5.00 pm - 6.00 pm
Content	: Introduction to Public speaking and speech development
Resource Person	: Shahan Fernando, founder of Mr. Compere
Medium of Conduct	: Sinhala and English
Targeted crowd	: SLTC undergraduates

### **Orator'20 - Online Speech Contest**

- The competition was open for all the SLTC undergraduates.
- The competitors were required to record a speech and upload it on given submission link as a video file.
- The submission link was open from 29<sup>th</sup> of August, 9.00 am to 11<sup>th</sup> of September, 12.00 pm.

- The competition was held under three categories (Sinhala, English, and Tamil) and winners were selected under those categories separately.
- Topics and guidelines were presented to the contestants before registration for Orator 2020.
- Winners were selected by a reputable judge board.
- Final results were announced on 17<sup>th</sup> of September and published on Facebook.

## **Organizing Committee**

### **Event advisors**

- Dr. Chandani Dissanayake
- Ms. Upeksha Chathurani
- Mr. Gihan Madusanka
- Ovindu Jayasinghe
- Manodya Nabadawewa
- Gowrisha Karuneswaran

### **Executive Committee**

- Chairman : Sahan Dilanka
- Vice chairman : Chamithara Dewasinghe
- Secretary Team
  - Maheesha Sathsarani (Secretary)
  - Pawani Wathasara (Senior Assistant Secretary)
  - Raveesha Thathsarani (Junior Assistant Secretary)
- Treasurer : Lakshan Akila
- Programme Team
  - Hasini Savindya (Team Head)
  - Punsisi Manohari (Deputy Head)
  - Aqeel Ahamad (Deputy Head)
  - Thuwaraha Sundaralingam (Deputy Head)
  - Kaveetha Seneviratne (Team Member)
  - Mohamed Ahnaf (Team Member)
  - Dewma Chanmi (Team Member)

- Publicity Team
  - Jananga Sooriyaarachchi (Team Head)
  - Kalindu Silva (Deputy Head)
  - Hassan Salih (Deputy Head)
  - Thameera Lahiru (Team Member)
  - Manula Rajapakse (Team Member)
  - Balachandran Keirishan (Team Member)
- Coordination Team
  - Dinith Pesala (Team Head)
  - Dushani Abherathna (Deputy Head)
  - Hasira Koswatta (Team Member)
  - Isuri Pubuduni (Team Member)
  - Bimasha Chamali (Team Member)
- Social Media & Technology Team
  - Sineth Nimsara (Team Head)
  - Amod Sahabandu (Deputy Head)
  - Dinuka Gihan (Deputy Head)
  - Thushan Devinda (Deputy Head)
  - Bathiya Lakruwan (Deputy Head)
  - Shahiru Hasaranga (Team Member)
- Project Coordinators
  - Thimeth Perera
  - Thanuja Wickramasinghe
  - Nawodya Ishan

## ORATOR'20 - SECRETARY TEAM

Secretary - Maheesha Sathsarani

Senior Asst. Secretary - Pavani Wathsara

Junior Asst. Secretary - Raveesha Thathsarani

### Duties and Responsibilities throughout the Project

#### Project Proposal Preparation

Date	Description
13/08/2020	Preparation of the project proposal was initiated
14/08/2020	Finalized budget was collected from the treasurer Finalized committee was collected from the president
15/08/2020	Preparation of the project proposal was finished
16/08/2020	Signatures of the recommendation panel was collected Manodya Nabadawewa Gowrisha Karunawasam Sakuni Punmina Ovindu Jayasinghe
18/08/2020	Project proposal was emailed to the advisor panel Dr. Chandani Dissanayake Ms. Upeksha Chathurani  The project proposal was emailed to the SLTC administration. Ms. Pabasara Amarawardane Ms. Asanka Abeykoon Ms. Iresha Prasangika  Dr. Chandani Dissanayake suggested to include the profile of the resource person of the webinar - Mr. Shahan Fernando  The project proposal was edited as requested.  The project proposal was approved by Dr. Chandani Dissanayake.
20/08/2020	The project proposal was approved by Ms. Upeksha Chathurani.  The project proposal was approved by the Registrar - Ms. Pabasara Amarawardane.
21/08/2020	The project - ORATOR'20 was initiated.

## Email plan

Date	Subject	Recipients
16/08/2020	Project Proposal - ORATOR'20	Manodya Nabadawewa Gowrisha Karunawasam Sakuni Punmina Ovindu Jayasinghe
18/08/2020	Requesting Permission for the Commencement of ORATOR'20 - Online Trilingual Speech Contest	Dr. Chandani Dissanayake Ms. Upeksha Chathurani
18/08/2020	Requesting Permission for the Commencement of ORATOR'20 - Online Trilingual Speech Contest	Ms. Asanka Abeykoon Ms. Iresha Prasangika Ms. Pabasara Amarawardane
24/08/2020	Requesting to Circulate the Invitation Message for ORATOR'20 among the SLTC Community (Invitation for the Webinar - Introduction to Public Speaking and Speech Development)	Ms. Asanka Abeykoon Registrar Office
27/08/2020	Invitation to the "Introduction to Public Speaking and Speech Development" Webinar (Zoom link for the Webinar)	To all the registered undergraduates (93 students were registered)
27/08/2020	Orator'20 - Introduction to Public Speaking and Speech Development (Zoom link for the Webinar)	Mr. Sahan Fernando
28/08/2020	Orator'20 - Introduction to Public Speaking and Speech Development (Thanking Email)	Mr. Sahan Fernando
29/08/2020	ORATOR'20 - Online Trilingual Speech Competition (Thanking Email)	To all the participated undergraduates (73 students were participated)
30/08/2020	ORATOR'20 - Online Trilingual Speech Contest (Requesting to circulate the invitation message, flyers and registration link of the competition via registrar office)	Ms. Asanka Abeykoon Registrar Office
13/08/2020	ORATOR'20 - Online Trilingual Speech Contest (Mark sheets, Guidelines and Relevant speeches are shared with judges)	Mr. Sahan Fernando Ms. Dewni Ekanayake
13/08/2020	ORATOR'20 - Online Trilingual Speech Contest (Mark sheets, Guidelines and Relevant speeches are shared with judges)	Manodya Nabadawewa Hasangi Somathilake Gowrisha Karunawasam Kerlin Jeyachandran
17/08/2020	ORATOR'20 - Final Results	Dr. Chandani Dissanayake Ms. Upeksha Chathurani
18/08/2020	ORATOR'20 - Our Heartfelt Gratitude! (Thanking Email)	Dr. Chandani Dissanayake Ms. Upeksha Chathurani
18/08/2020	ORATOR'20 - Our Heartfelt Gratitude! (Thanking Email)	Ms. Pabasara Amarawardane Ms. Asanka Abeykoon Ms. Iresha Prasangika

		Mr. Akeel Intikab Mr. Gihan Madusanka
18/08/2020	ORATOR'20 - Our Heartfelt Gratitude! (Thanking Email)	Mr. Sahan Fernando Ms. Dewni Ekanayake
18/08/2020	ORATOR'20 - Our Heartfelt Gratitude! (Thanking Email)	Manodya Nabadawewa Hasangi Somathilake Gowrisha Karunawasam Kerlin Jeyachandran
18/08/2020	ORATOR'20 - Our Heartfelt Gratitude! (Thanking Email)	Ovindu Jayasinghe Sakuni Punmina
18/08/2020	Invitation to Final Update Meeting - ORATOR'20	Ms. Upeksha Chathurani
18/08/2020	Invitation to Final Update Meeting - ORATOR'20	Dr. Chandani Dissanayake

### Meeting Minutes

#### Zoom

Date	Duration	Discussion	Participants
10/08/2020	6.00 - 9.00 pm 3 hours	Introduction to the project Responsibilities and duties were assigned Ideas of the members were taken to improve the quality of the project	Organizing Committee
11/08/2020	11.30 am - 2.00 pm 2 ½ hours	Duties and responsibilities were finalized The logo of ORATOR'20 was presented Budget plan was finalized Project proposal was finalized	Team Heads
22/08/2020	7.00 pm - 10.30 pm 3 ½ hours	The workshop schedule was finalized The registration form of the workshop was presented Publicity plan was finalized	Team Heads
24/08/2020	6.00 pm - 9.00 pm	Progress was discussed	Team Heads
25/08/2020	9.00 pm - 10.30 pm 1 ½ hours	The objective and expected outcome of the webinar were explained to the facilitator Q & A Session was conducted	Workshop facilitator - Mr. Sahan Fernando Team Heads
27/08/2020	7.00 pm - 9.00 pm 2 hours	Duties for the workshop were assigned Progress was discussed	Organizing Committee
28/08/2020	1.30 pm - 2.30 pm	Rehearsal meeting with the	Sahan Dilanka

	1 hour	moderators	Chamithara Dewasinghe Maheesha Sathsarani Savindya Seneviratne
30/08/2020	2.30 pm - 4.30 pm 2 hours	Feedback for the workshop is given by the president of the Media Club of SLTC Progress was discussed	Organizing Committee Manodya Nabadawewa - President of the Media Club of SLTC
03/09/2020	3.00 pm - 6.00 pm 3 hours	Progress of the registrations for the competition was discussed A follow up plan for the registered students was prepared	Team Heads
10/09/2020	8.00 pm - 10.00 pm 2 hours	Progress of the submissions were discussed	Team Heads
22/09/2020	5.00 pm - 8.00 pm 3 hours	Feedback for the competition was given by the president of the Media Club of SLTC	Organizing Committee Manodya Nabadawewa - President of the Media Club of SLTC
23/09/2020	4.00 pm - 6.00 pm 2 hours	A discussion with the winners and the possible paths were introduced for them to enhance their skills further.	Team Heads Manodya Nabadawewa - President of the Media Club of SLTC Winners of ORATOR'20

### Whatsapp

Date	Duration	Discussion	Participants
09/08/2020	45 minutes	Project plan was roughly prepared Committee meetings were scheduled	Sahan Dilanka Chamithara Dewasinghe Maheesha Sathsarani Savindya Seneviratne
09/08/2020	1 hour	Project plan was discussed with committee heads	Team Heads
09/08/2020	1 ½ hours	Project plan was presented to the president of the Media Club of SLTC	Manodya Nabadawewa Sahan Dilanka Chamithara Dewasinghe Maheesha Sathsarani Savindya Seneviratne
06/09/2020	30 minutes	Progress was discussed	Team Heads
15/09/2020	1 ½ hours	Result publications methods were discussed	Team Heads

### Final Report and Outcome

- Final report of the secretary team and the overall project report were prepared.

## FINANCIAL TEAM – ORATOR’20

Treasurer - Lakshan Akila Wanigasooriya

- **Budget**

Expenses	Total (Rs)
Certificates Printing (100 x Rs. 50)	5,000
Data	2,000
Trophies and Plaques	4,000
<b>Total</b>	<b>11,200</b>

- We prepared the budget plan and included that in the ORATOR’20 project proposal. Our budget was Rs.11,200.
- Sri Lanka Technological campus will sponsor for our project.
- We spend Rs.2,000 for Data Charges And Calls.

## COORDINATION TEAM – ORATOR’20

Team Head - D P Weraniyagoda  
Team Members - Dushani Abherathna  
Bimasha Chamali liyanage  
J. A. I. P. U. Jayakody

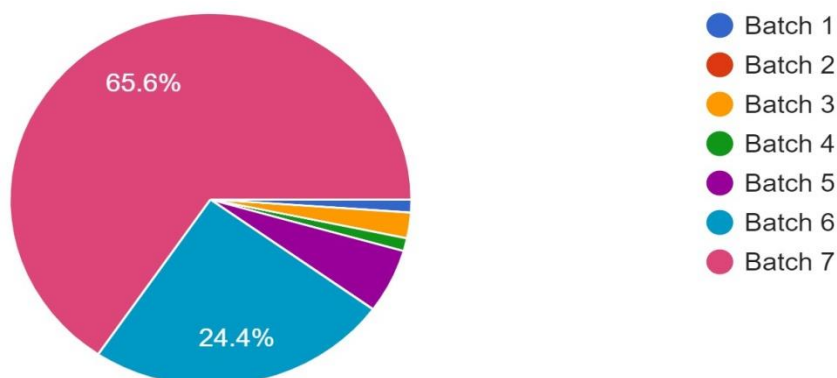
### 1) Webinar

The first task was conducting a webinar as a support for the participants for the Speech contest. We maintained the webinar to give brief comprehension about a speech contest, as we conducted this event for the students inside the campus. Only a few numbers of students have knowledge about how to perform when doing a speech. So, we decided to conduct the webinar for all beginners and others to get an idea about public speaking and the speech contest.

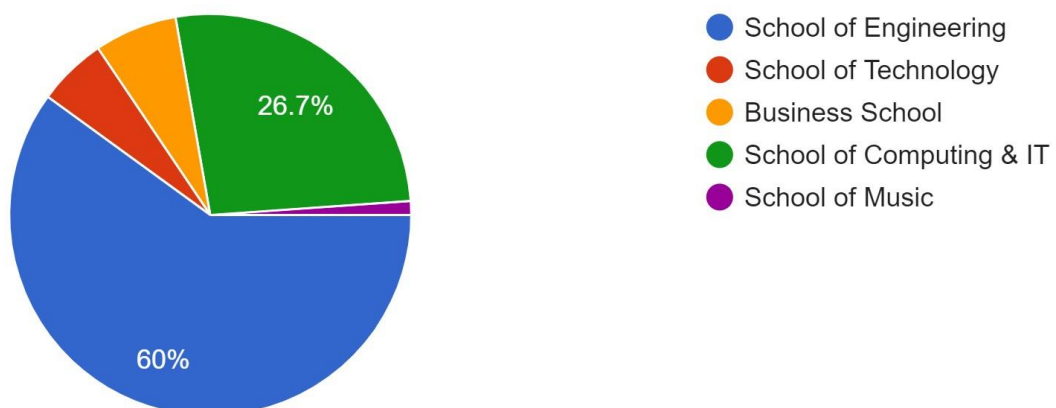
### Registration

We created a registration form and published it to join for those who like to participate in the webinar.

- Batch wise registrants



- School wise registrants



## **Resource Person**

**Name** - Shahan Fernando



## **Education**

Undergraduate - University of Moratuwa

Undergraduate - University of London

College - Mahanama College Colombo

## **Titles**

Founder - CREE-DA Sports Network

Founder - Mr. Compere

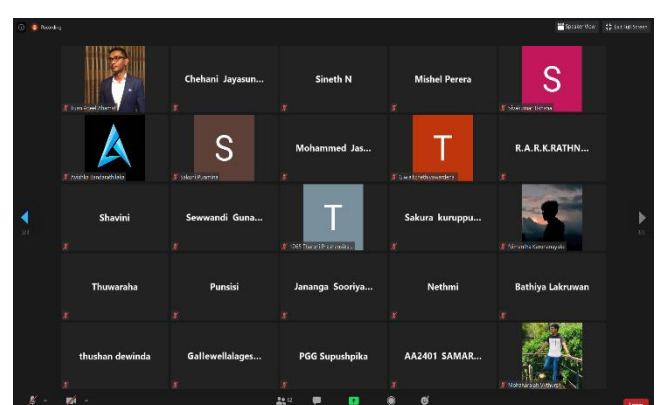
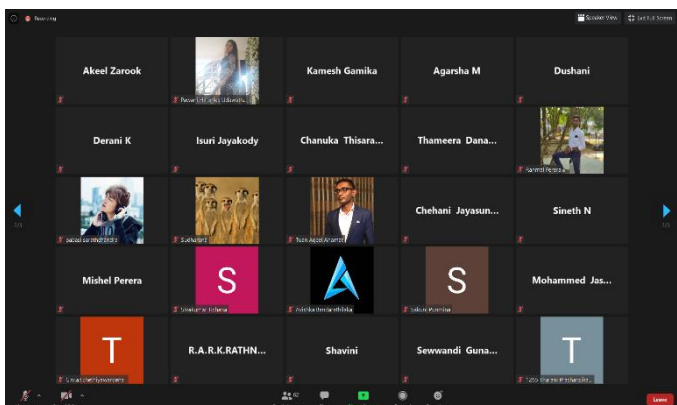
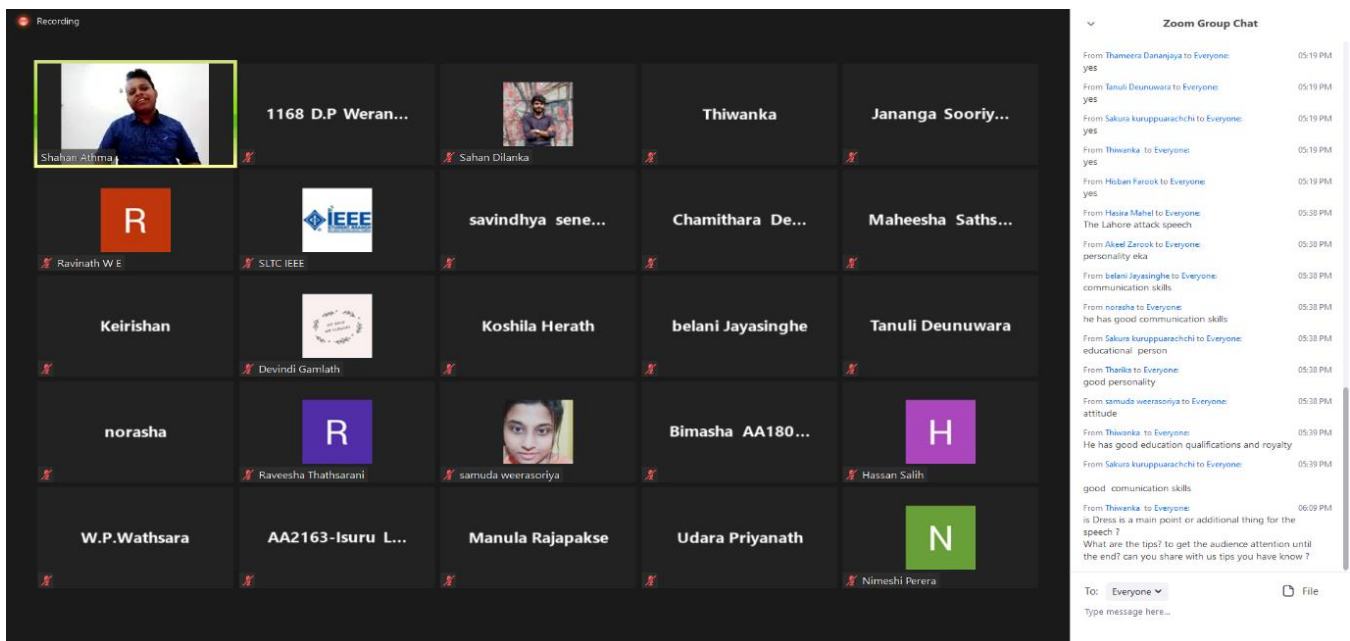
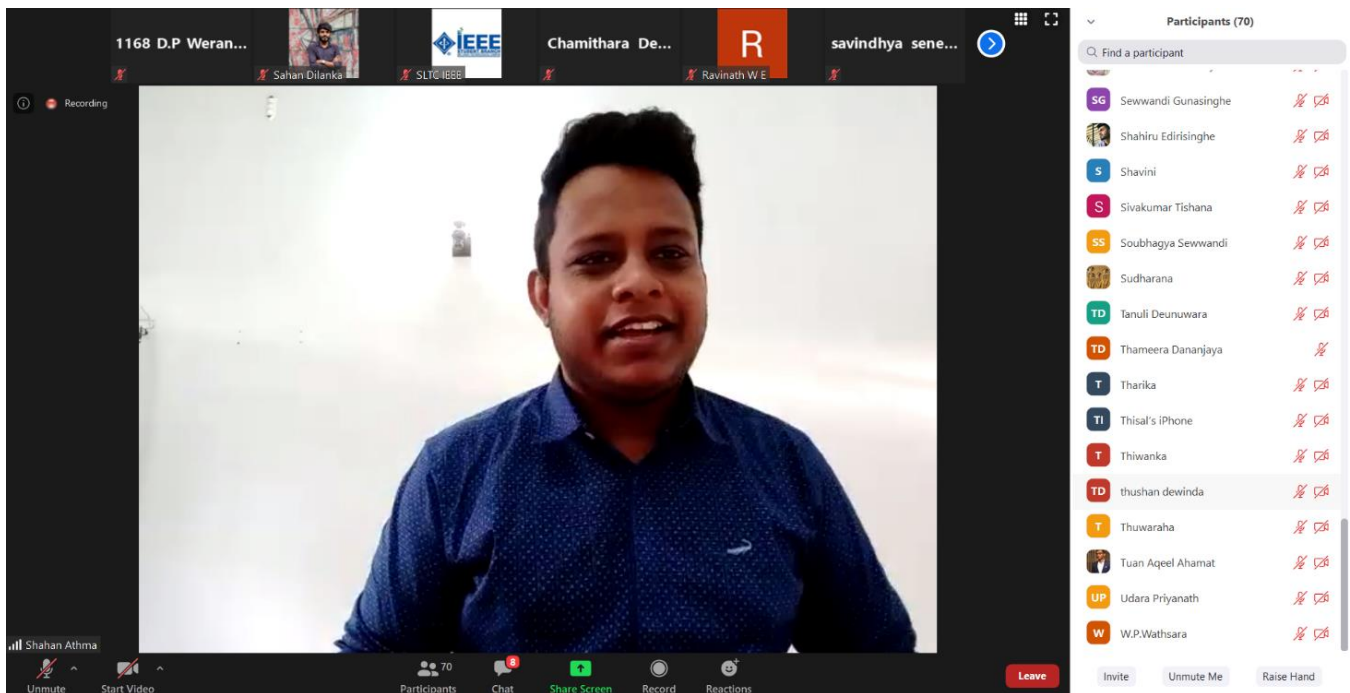
A Member of Youth Parliament Sri Lanka

Electronic Media Coordinator of the South Asian Youth Conference 2015

## **Key Achievements**

- Most Outstanding Student of The Year - Batch of 2015 Mahanama College Colombo.
- Best Prepared Speaker - Speech Olympiad 2018
- 2nd Runner Up - Speech Master 2018
- Finalist - Best Speaker 2018
- Captain - Senior Debate Team of University of Moratuwa.

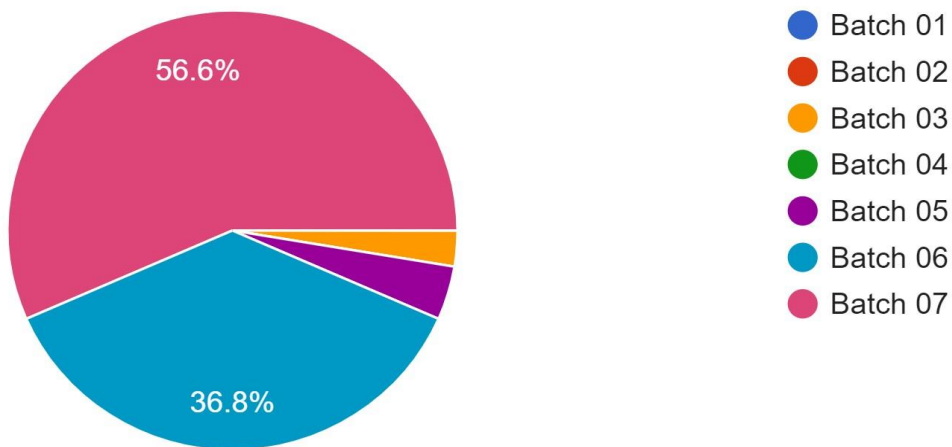
There were 72 participants in the webinar



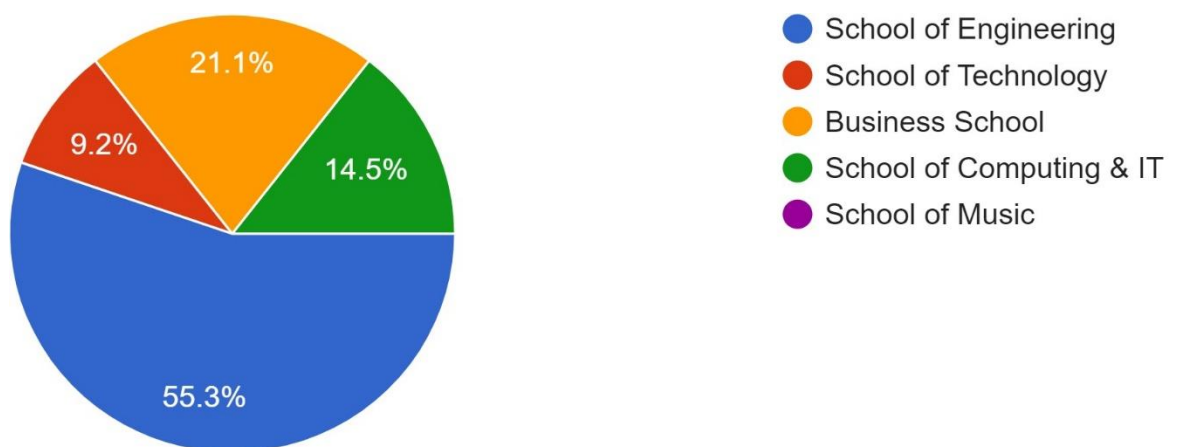
## 2) Speech Competition

We wanted to know how many contestants like to participate to the competition. So, we published a registration form. And we published a submission form to submit contestant's videos.

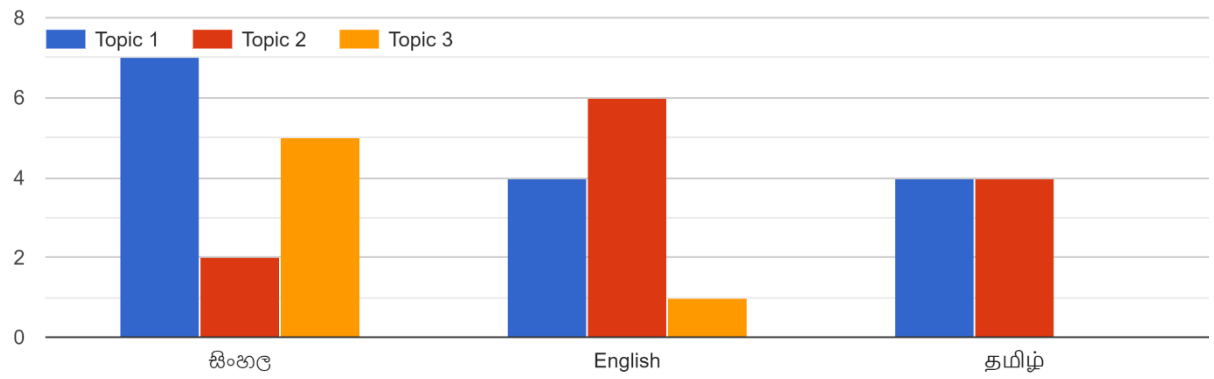
- Batch wise registrants for the competition



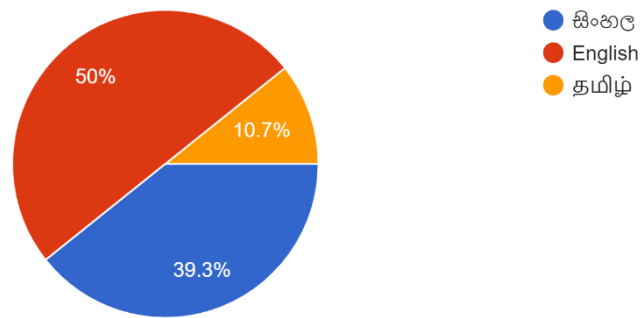
- School wise registrants



### Students who preferred to do more than one speech in different languages



### Students who preferred to do only one speech



- There were 91 expected video covers.

## PROGRAMME TEAM – ORATOR'20

Team Head - Hasini Savindhya  
Team Deputy Heads - Punsisi Manohari  
Mohemed Aqeel  
Dwaraha Suntharalingam  
Team Members - Kaveetha Senevirathne  
Dewma Liyanage  
Mohemed Ahnef



### Team Tasks

#### Selecting the topics

The following topics were selected by the committee heads and the Programming Team

1. Is the youth addicted to Technology/Internet?
2. Can online Learning replace Face to Face learning?
3. Effect on Robots on the future of Employment.

#### Guidelines

1. Each contestant should speak between 2-3 minutes.
2. Dress code - Smart Casual.
3. Use suitable language - vulgar language or unsuitable language will not be permitted.
4. Participants are required to stick to the parameters of your topic.
5. Contestants must submit an upper body video.
6. Contestants will only be permitted only one speech per language.
7. Contestants can participate in all three languages with three different topics (speeches).
8. The decision of the judge board will be taken as final.
9. Breaking of any rules will result of the disqualification.

### Mailing the contestants

The following mail was sent to the contestants.

Dear (*name*),

"Listen to your voice, your own soul."

Somehow many people listen to the noise of the world instead of themselves, but you have selected to make a voice on the topic of (*topic*).

A certificate of participation will also be awarded to appreciate your valuable effort.

Please submit your speech via the following link. Make sure to add a photo of you along with the speech.

.....*Link*.....

The submission link will be closed on 08th of September 2020. The guidelines for the competition are attached herewith.

If you need any clarification please contact,

Good luck!!!

Thank you.

- 75 mails sent through the media unit mail for regarding the completion details.

### Mails thanking the winners

The following mail was sent to the winner of each category

Dear *Name*,

It is our immense pleasure to let you know that you have won the first place in ORATOR'20 Online Trilingual Speech Contest – (*Insert Language*) Language Category.

Our heartfelt congratulations to you!

Thank you for participating in this event and please make sure to send your full name for the certificate.

All the awards and certificates will be awarded soon after the commencement of the university.

We wish you very good luck for your future endeavors.

Thank you

- 9 mails for the winners and 42 mails for the participants

### Upcoming Tasks

- To design the certificates and held the final award ceremony for the winners

## CREATIVE CONTENT TEAM – ORATOR’20

### Team members

1. Jananga Sooriyaarachchi (Head)
2. Hassan Sallih (Tamil content creation)
3. Kalindu De Silva (English content creation)
4. Thameera Dananjaya (Sinhala content creation)
5. Manula Rajapaksha (English content creation)
6. Balachandran Keirishan (Tamil content creation)

### Key role

- Creating the body contents and the captions for the posts that have been shared.
- Majority of the contents were created in all 3 languages.
- Occasionally separate content were also created to being shared as Whatsapp statuses

### Order of tasks

- ❑ 10th Aug : Formation of the team and introducing the project
- ❑ 21st Aug : Post body and caption for the Introduction to Orator’20 and Webinar
- ❑ 22nd Aug : Content for the Introduction email
- ❑ 24th Aug : Post body and caption for the Speaker’s profile
- ❑ 25th Aug : Script discussion for the Introduction video
- ❑ 26th Aug : Script creation for the Introduction video
- ❑ 27th Aug : Post body and caption for the Today’s post for the Webinar
- ❑ 28th Aug : Content for the promotional email, thanking post for the webinar
- ❑ 30th Aug : Finalizing the script for the Introduction video
- ❑ 31st Aug : Practicing the script, content for the Popular speaker’s quote
- ❑ 1st Sept : Recording the video and audio footages
- ❑ 2nd Sept : Evaluating and submitting the final footages to the editors
- ❑ 7th Sept : Post body and caption for the “Submission deadline extended” post
- ❑ 10th Sept : Post body and caption for the “Submissions are closed” post
- ❑ 16th Sept : Content creation for the Thanking posts

## Note

### ★ Introduction video

#### ○ Participants

- Jananga Sooriyaarachchi
- Savindya Senevirathna
- Thuwaraha Sundaralingam
- Hassan Sallih
- Kalindu De Silva
- Manula Rajapaksha
- Thameera Dananjaya
- Balachandran Keirishan

- 34 audio and video footages were recorded in total
- The final video was created with a running time of 1.25 min.

## **SOCIAL MEDIA & PUBLICITY TEAM – ORATOR’20**

### **Description**

We promoted the webinar workshop via email and social media. First, we promoted the event and then started a count-down up until the workshop was held. We also designed a speaker-profile for our guest speaker and sent personal invitations for the webinar to guests. We got a good response for the campaign and by having more than the estimated number of participants attend the workshop, it can be concluded that the campaign was a success.

For the main competition, we informed students via email and then asked them to fill out a google form to collect the information of those who were interested in participating. Our team subsequently designed a new main flyer to publish, which was subsequently attached with the circulated emails. To attract students to the event, we designed an intro video as well. To increase the number of participants and collect submissions quickly, we devised a plan. We gave a fake deadline and on the day prior to that deadline, we announced that the “deadline will be extended due to participant’s requests”.

After the results were released, we published posts which congratulated the winners of each language category. We published their posts through the social network sites Facebook, WhatsApp and Instagram. In the end, we published a post thanking all the participants whilst stating that we hope to meet them again in the next year.

### **Team**

With our tireless work and undying commitment, we were able to complete our tasks on time. Each and every member of our team gave their maximum effort to make this journey a great success.

#### Post Creation

- Sineth Nisara
- Dinuka Ekanayake
- Shahiru Edirisingha
- Nimantha Karunanayake
- Lakitha Madanayake

### Video Creation

- Amod Sahabandu

### Content Creation

- Sahan Dilanka
- Jananga Sooriarachchi
- Sakuni Punmina
- Thuwaraha Suntharalingam

## Post Plan

Date	Post	Time
<b>8/ 21 to 27</b>	<b>Workshop promotion</b>	
8/21	Mail (Include webinar & project)	9.00am
8/22	Webinar & Main two post	4.00pm to 6.00pm
8/23	Webinar post	4.00pm to 6.00pm
8/24	Webinar post	4.00pm to 6.00pm
8/25	Speaker Profile post, countdown (3)	4.00pm to 6.00pm
8/26	countdown (2)	4.00pm to 6.00pm
8/27	countdown (1), Mail (include webinar details), Invitation for the webinar	4.00pm to 6.00pm
8/28	Starting webinar post Webinar Thanking post	4.00pm to 5.30pm 6.00pm
<b>8/29 to 9/11</b>	<b>Main event promotion</b>	
8/29	Mail (include the project)	9.00am
8/29	Main post, Guide lines, Google form	4.00pm to 6.00pm
8/30	Main post (Change the background)	4.00pm to 6.00pm
8/31	Main post (Change the background)	4.00pm to 6.00pm
9/1	Post (Popular speaker's speech - 1)	4.00pm to 6.00pm
9/2	Main post (Change the backgrounds)	4.00pm to 6.00pm
9/3	Post (Popular speaker's speech - 2)	4.00pm to 6.00pm
9/4	Main post (Change the background)	4.00pm to 6.00pm
9/5	Post (Popular speaker's speech - 3)	4.00pm to 6.00pm
9/6	Intro video, countdown (4)	4.00pm to 6.00pm
9/7	countdown (3)	4.00pm to 6.00pm
9/8	countdown (2), Post (postponed the project)	4.00pm to 6.00pm
9/9	Post (postponed the project)	4.00pm to 6.00pm
9/10	Post (postponed the project), Main post, countdown (24h)	4.00pm to 6.00pm
9/11	Post (End submission), Main post, Thanking Post	4.00pm to 6.00pm
9/16	Winners post	11.00am
9/17	Thank you for the participation & will meet in next year post	6.00pm

