

# The Speechcraft Club

## Public Speaking Development & Confidence Course

22<sup>nd</sup> July – 16<sup>th</sup> September 2010 (9 weeks)

Every Thursday from 6:45 pm to 9:15 pm

at the

Kohia Teachers Centre

Faculty of Education, University of Auckland

76 Epsom Ave, Epsom

(Enter Gate 2, park on middle level of parking building,  
cross ramp on western side – map available on email request)

**Cost: \$255.00 per person**

(includes membership manual, professionally produced course material  
& free\* membership of any Toastmasters club until 31 March 2011)

\*venue fees may apply



### How will Speechcraft help me?

Speechcraft helps you to speak more effectively at work and at home. On the job, you will be able to communicate more productively with your employer, associates, subordinates, and customers. And your conversation at home with the family will be more fun and rewarding. You will be more successful in your community activities, too.

Speechcraft can also help you improve your performance in:

- Problem-solving
- Meeting in larger groups
- Motivating people
- Interviewing for jobs
- Selling ideas or products
- Conducting business meetings

### What is Toastmasters?

Speechcraft is a public speaking development and confidence course presented within a Toastmasters club environment, an affiliate of Toastmasters International. Toastmasters is the world's largest organisation devoted to success through communication and leadership development.

### How is the course structured?

During the course, you will cover the following topics:

- Impromptu Speaking
- Taking the Terror out of Talk
- Introducing a Speaker
- Preparation & Practice
- Speech Structure & Organisation
- Evaluation Skills
- Body Language
- Vocal Variety
- Knowing Your Audience

### What will I have achieved by the end of the course?

By the completion of the Speechcraft course, you will have:

- ✓ Learnt how to structure a speech
- ✓ Presented four speeches
- ✓ Experienced "speaking off the cuff"
- ✓ An understanding of effective evaluation
- ✓ Increased levels of confidence

### What do I need before taking the course?

- A desire to improve your speaking skills
- Any level of current confidence: from nervous, to just wanting to improve
- A good working knowledge of English language
- \$255

### How do I register?

Either complete the attached application form, or for further information, call or email one of the following:

Laura Smith

09-578 3539/027-443 0682

[president@speechcraft.org.nz](mailto:president@speechcraft.org.nz)

Adrian Joe

09-623 2849

[education@speechcraft.org.nz](mailto:education@speechcraft.org.nz)

*Book your place  
today!*

# The Speechcraft Club

## COURSE REGISTRATION FORM

(Please **PRINT** all details)

**COURSE DATES: 22<sup>nd</sup> July – 16<sup>th</sup> September 2010**

Full Name :

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Home Address :

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Post Code :

()  Male  Female

**Contact Numbers** (Please  preferred contact number)

Home Phone :

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Work Phone :

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Mobile Phone :

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Fax Number :

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Email Address :

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### Employment

Occupation/Company :

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Location :

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**Is English your first language?** ()  Yes  No

If English is not your first language please state first language: \_\_\_\_\_

**What do you hope to get out of Speechcraft?**

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Payment of \$255.00 by: (please tick)

Cheque made out to **The Speechcraft Club** (enclosed)

Direct credit payment to: 02-0168-0010595-000 (BNZ Howick)  
– please use a reference as: *Initial Surname SC0710* (eg “A Smith SC0710”)

Please send completed form to:

**The Speechcraft Club**  
**PO Box 17-154**  
**Greenlane**  
**Auckland 1546**

by 31<sup>st</sup> May 2010

*(After this date, please call 09-623 2849 to confirm whether places are available.)*