

# Speechcraft



## Public Speaking and Confidence Development

**3 August – 7 September 2010**

**every Tuesday from 7:00pm to 9:00pm**, at Penrose High School Adult Learning Centre (plenty of parking available). Click [here](#) for a map.

**Cost: \$115.00 per person** includes professionally-produced course material.

### How will Speechcraft help me?

Speechcraft helps you to speak more effectively at work, at home and in the community.

The Speechcraft course will help you improve your performance in:

- problem solving
- motivating people
- presenting ideas
- interviewing skills
- communication skills
- selling skills

### What is Toastmasters?

Toastmasters International 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
- Topic Selection
- Speech Structure and Organisation
- Preparation and Practice
- Vocal Variety
- Beginning and Concluding Your Speech
- Taking the Terror out of Talk
- Introducing a Speaker
- Body Language
- Knowing Your Audience
- Evaluation Skills
- A brief exploration of PowerPoint®

### 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 up to six speeches
- experienced "speaking off the cuff"
- gained skills in chairing a meeting
- an understanding of effective evaluation
- increased levels of confidence

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

- a desire to improve your speaking skills
- a working knowledge of the English language
- any current level of nervousness
- to register and pay \$115-00

### How do I register?

Complete the application form [here](#), or for further information call Andrew Clarke on 027 343 6949 or the **Onehunga High School Adult Learning Centre at 636 9060**.

Limited to 8 places.