

Miranda Toastmasters Speechcraft Course

ABN 55 781 324 166

www.miranda-toastmasters.org.au

Dear Prospective Student,

Thank you very much for your interest in Miranda Toastmasters Speechcraft course. The next Speechcraft course will commence on **Wednesday 6th June 2012**. Speechcraft courses are conducted on Wednesday nights for eight consecutive weeks. Sessions 1-7, are for study and practice. Session 8 is the graduation which is a special night of recognition. The Speechcraft students are encouraged to invite family, friends and colleagues to the graduation, to help celebrate the student's achievements in an after dinner speaking environment.

A Speechcraft Orientation night is held the Wednesday before the course commences to help the students prepare for the first session. This is held in the same venue as the Speechcraft course. Speechcraft is designed to teach public speaking skills. During the program you will be invited to participate in Table Topics, which is an enjoyable way of learning impromptu speaking, present eight prepared speeches and serve as an evaluator for your fellow Speechcrafters. You will also have the opportunity to learn and practice other speaking roles such as proposing a Toast and introducing a speaker to an audience.

On the first night you will receive your Speechcraft folder which includes, the "Speechcrafters Workbook" with six speaking projects, an additional Toastmasters' speaking project, and other educational materials.

During each session there will be an educational presentation and a demonstration speech from the project that you will be working with for the following session. This will help you to prepare your assignment for the next week.

The cost of the Speechcraft course is **\$295.00** per person.

Should you wish to join Miranda Toastmasters Club following your graduation, your payment for Speechcraft course also covers the joining and membership fee until the next membership renewal period. You will receive a credit for the first three speaking projects in the "Competent Communication" program which will set you on your way to achieving the first Toastmasters award, the Competent Communicator award.

Once you have achieved this award, you can then start working through the "Advanced Communication" program, which takes you to a higher skill level.

To enrol in this course, simply return the completed Speechcraft Registration form (page 3) along with your payment. Enrolment is only achieved with full payment.

Yours sincerely,

Rick Haynes DTM

Speechcraft Officer

M: 0418 969 481

speechcraft@miranda-toastmasters.org.au

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Schedule for Speechcraft starting 6th June 2012

Speechcraft Orientation and the Speechcraft course will be conducted on the first floor of:

The Sutherland United Services Club
1st Floor, 7 East Parade,
Sutherland

There are a number of function rooms on the first floor, and we could be in a different room each night, so it is advisable to check at reception upon arrival.

Speechcraft Orientation

Orientation Wednesday 30th May Preparation for Session 1

- Arrive 6.45 pm
- Start 7.00 pm
- Close 8.00 pm

Speechcraft Course

Session 1	Wednesday	6 th	June	<i>"The Ice Breaker"</i>
Session 2	Wednesday	13 th	June	<i>"Organise Your Speech"</i>
Session 3	Wednesday	20 th	June	<i>"Get To The Point"</i>
Session 4	Wednesday	27 th	June	<i>"Your Body Speaks"</i>
Session 5	Wednesday	4 th	July	<i>"Vocal Variety"</i>
Session 6	Wednesday	11 th	July	<i>"How To Say It"</i>
Session 7	Wednesday	18 th	July	<i>"Get Comfortable with Visual Aids"</i> or <i>"Research Your Topic"</i> (your choice)
Session 8	Wednesday	25 th	July	<i>"Graduation"</i>

- Arrive 6.45 pm
- Start 7.00 pm
- Close 10.00 pm

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SPEECHCRAFT REGISTRATION

COURSE 1/2012

Speechcraft Orientation Wednesday 30th May 2012
Speechcraft Course commences Wednesday 6th June 2012

NAME **DATE**

ADDRESS

..... **POST CODE**

TELEPHONE (H) (W) (M)

EMAIL ADDRESS Please provide us with your email address

.....

PAYMENT Speechcraft Course Fee: **\$295.00** per person

Please tick your selected method of payment:

Direct Transfer via Internet Banking (include receipt of transfer)

Cheque or Money Order (payable to Miranda Toastmasters)

Cash Deposit (at any Commonwealth Bank using details below)

Employer requires an Invoice (Please supply employer's details)

BANK DETAILS Commonwealth Bank Account name: Miranda Toastmasters Club
BSB: 062 150 Account number: 0090 4549

DIRECT TRANSFER Include a copy of receipt of transfer from your bank with this registration form

POST If using Australia Post, return this registration form, along with your payment, receipt of direct transfer, or receipt of cash/cheque deposit to:

Miranda Toastmasters
PO Box 2139
Taren Point NSW 2229

FAX Fax to 02 9501 5466 (please include receipt of transfer, or receipt of deposit)

CUT OFF DATE Payment must be received by the Friday prior to the first session of the course, however, it's advisable to get your payment in as early as possible to avoid disappointment. 10 students is the maximum number accepted per course and any further payments will be transferred to the following course or fully refunded.

YOUR RECEIPT A receipt of your payment will be sent to your email address as supplied above.