

SPEECHCRAFT

Effective Oral Communications Workshop

Public Speaking represents perhaps the single greatest opportunity any one person can have to persuade or inform others, to build trust and support or to further career or job opportunities. Yet many people let this opportunity escape. This is usually because of their lack of confidence or because they have neglected to develop essential skills.

Because of this, the Woodlands Toastmasters Club #80-611508 is offering a course to develop these skills. A more detailed description is printed on the following page.

If you would like to enroll, please complete the bottom portion of this form and return it to Willie Loh at the end of the meeting. or call 65-91455708 to register. Take the first step to increase communication skills, Do it Now

Closing Date: 18 February 05
Your investment is only \$158
(includes 1 year free membership to Toastmasters International).

Advance Payment will be much appreciated

Mode of payment Cash/ Cheque payable to "Woodlands CCMC" together with this form.

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Date: _____
Name: _____
NRIC: _____ Date of Birth: _____
Address: _____
Tel: _____ (Home) _____ (Off) _____ (HP)
Email address: _____ @ _____
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OBJECTIVE: Assist individuals in development and maintenance of effective verbal and non-verbal communication skills while learning techniques to conquer the fear of public speaking, painlessly and enjoyable. Increase effectiveness on the job and/or at home. Butterflies due to lack of confidence will begin to fly with control and formation. Also covered are the following:

- Importance of Speech Communication
- Methods of Organizing Speeches
- Evaluation and Feedback Techniques
- Introduction of a Speaker
- Value of Audience Analysis in Speech Preparation
- Gestures in Speech Communication
- Organizing a Speech/Transitions
- Use of Visualization in Speech Communications
- Techniques of Group Discussion
- Productive Meetings
- Table Topics/Impromptu Speaking

DESIGNED FOR: All individuals desiring to improve and develop effective communications skills.

LOCATION: Woodlands Community Club

CLASS DATES: 4 Mar 05, 11 Mar 05, 18 Mar 05*,
1st Apr 05, 8 Apr 05, 15 Apr 05*
(* Chapter meeting)

Length: 2 1/2 hrs from 7.15pm – 9.45pm