

S P E E C H C R A F T

Objective

Speechcraft Course – is a 7 week course as detailed in the course outline. Each week the course will be held in the Mt Pritchard Toastmasters meeting room at Level 1, Mounties Club, 101 Meadows Road, Mt Pritchard

Objective: Through presentations and participation the course aims to develop the participant's confidence in:-

- speaking in front of a group
- Learn to put thought patterns into a logical sequence with impromptu speaking
- Practice for Social ceremonies –
- Learn how to give an official Toast
- Practice how to give an official welcome
- Introducing a guest/speaker
- Gain an understanding of Parliamentary procedures
- Obtain an understanding on how to conduct meetings
- Prepare and deliver presentations with a time constraint
- Identify speaking fillers (um, ah, err)
- Develop speaking fluency avoiding speaking fillers
- Develop the skill of effective evaluation with the formula of comment, recommend and commend. (P.I.P.)
- Practice the skill of formally introducing speakers

Assessment:- Each participant will receive immediate feedback on their presentation. Points for improving on the presentation will be given following each delivery or



Assignment. Each presenter will receive Verbal and written evaluation for each Presentation or assignment

Participation:- Each participant will be required to prepare and deliver the first 3 speeches from their manual as a minimum, according to the guidelines in the manual.

Each participant is expected to prepare their respective assignments in advance for the following week.

Each participant is expected to participate in all other assignments on the agenda, i.e.

- Giving a Toast,
- Tackling a Table Topic,
- the Official welcome,
- Chair the meeting,
- Table topics master,
- Toastmaster,
- Word master,
- um ah err counter,
- Evaluator,
- Timing the meeting,

Recognition:- A certificate of achievement will be issued on the successful completion of the 7 week course