

## **Frequently Asked Questions on Speechcraft Workshop**

A Speechcraft course is a short practical workshop in public speaking for the novice speaker. You will be joining other professionals who want to learn the basics of public speaking in a supportive and friendly environment. The ITMA-TM Speechcraft workshop is structured to provide you with both lectures and practice sessions. You'll have lots of fun learning! It's a great way to start your public speaking career!

### **How will I benefit from the Speechcraft workshop organized by ITMA-Toastmaster Club?**

Our Speechcraft workshop is specifically targeted at professionals who need to communicate effectively in their work environment. This speechcraft workshop will help you to:

- ❑ Develop your communication and language skills
- ❑ Speak with confidence in front of an audience
- ❑ Deliver your message effectively
- ❑ Be aware of how your body language and gestures can enhance your message
- ❑ Learn to pay attention to word usage, sentence construction and use of vocal variety in delivering a speech.
- ❑ Enhance your management potential through effective communication

### **How does the Program work?**

- ❑ Each Speechcraft participant will experience a wide range of communication learning experiences.
- ❑ During each meeting a short impromptu speaking session is conducted to help participants learn to think and speak effectively "on their feet".
- ❑ A carefully structured series of lectures, reinforced by workshop assignments and mentorship will help participants develop competency over the workshop sessions.
- ❑ After delivering a prepared speech, each participant receives a constructive speech evaluation.
- ❑ Experienced mentors will be assigned to guide participants throughout the duration of the workshop
- ❑ Participants will also learn to evaluate other participants constructively
- ❑ While participants will be encouraged to volunteer speaking before other participants to reinforce their learning experience, no participant will be pressurized to do something he/she is not ready to undertake.
- ❑ The workshop environment is intended to be a fun-filled learning experience for all attendees.

### **What will I have to do?**

During this practical course, you will learn to prepare and deliver several speeches. Prepared speeches will be about 3-5 minutes long and will be on a subject of your choice. You will also participate in impromptu speaking sessions (known as "table topics") and you will learn how to evaluate other speakers using the criteria in the Speechcraft manual. Experienced Guest Speakers and Toastmasters will also deliver quality educational sessions, where you will learn how to prepare your speeches, hear tips on delivery techniques, learn about impact of gestures and body language, choice of words, sentence construction, vocal variety, and how to evaluate other speakers in a constructive manner.

### **Where can I get help if I need it?**

Every participant will be assigned a mentor. Mentors are usually experienced Toastmasters, who are available for advice, help and support during the course. The Speechcraft Coordinator will also be available to assist.

### **What happens at the end of the workshop?**

- ❑ At the end of the workshop, you will "graduate", and receive a Toastmasters International Speechcraft Course Completion Certificate.
- ❑ A "Best Overall Participant" will be selected for due recognition.
- ❑ Upon completion of the basic course, you will have the option to continue your training at ITMA-Toastmasters Club or any other Toastmasters Club of your choice.

### **How much will the Speechcraft workshop cost?**

The fees will be used to defray expenses associated with rental of facilities, refreshments, course material etc. The 4-session workshop costs S\$120 per participant. If you are a member of ITMA, the club will subsidize your attendance, and you will pay only \$100.

### **When and where is this Speechcraft workshop to be conducted?**

The Speechcraft workshop will be conducted as four 3-hour sessions on four Saturdays. The dates and time are as follows:

- 17<sup>th</sup> April - 2 pm to 5 pm
- 24<sup>th</sup> April - 9 am to 12 pm
- 1<sup>st</sup> May - 2 pm to 5 pm
- 8<sup>th</sup> May - 2 pm to 5 pm

The workshop venue is conveniently located at:

Training Room of Phase Z.Ro, Tech Park  
151 North Buona Vista Road,  
Singapore 139347  
(Across from Buona Vista MRT station)

For those who are driving, parking is available within the Tech Park.

### **I am ready to attend Speechcraft Workshop. How do I register?**

Please complete a registration form which you can download from the ITMA web site [www.itma.org.sg](http://www.itma.org.sg) and send it along with a crossed cheque made payable to "ITMA". Please write your name, mailing address and contact phone number on the reverse side of the cheque.

### **I still have questions and would like to speak to someone.**

Please email your questions and contact number to our Workshop Coordinator, Sylvia Tan at [istsvs@singnet.com.sg](mailto:istsvs@singnet.com.sg). She will respond to your queries by email or phone.