

# Speechcraft Information Sheet

by Menai District Toastmasters

The **Speechcraft Course** is a concise, hands-on program designed for novice speakers eager to grasp the fundamentals of public speaking in a friendly and supportive setting. Participants engage in all activities, acquiring new skills, forging friendships, and enjoying themselves along the way! **It's an excellent starting point for your public speaking journey.**

**HAVE YOU EVER  
WISHED TO ENHANCE  
YOUR PUBLIC  
SPEAKING SKILLS?**

**ARE YOU  
ALREADY A  
CONFIDENT  
SPEAKER  
SEEKING TO  
REFINE YOUR  
ABILITIES?**

Perhaps you're looking to boost your **communication confidence** for a job interview or a **potential promotion**! All you need is an intermediate level of English speaking ability and a commitment of 2 hours a week for 8 consecutive weeks.

**The SPEECHCRAFT COURSE will assist you with:**

- Building confidence in public speaking
- Developing communication and leadership skills
- Learning to think quickly and clearly
- Becoming an effective listener
- Utilizing body language and visual techniques
- Enhancing your social skills
- Improving your job prospects or chances for promotion



# Speechcraft Course Schedule

by Menai District Toastmasters



Arrive: 6:45 PM  
Start: 7:00 PM  
Finish: 9:00 PM



Meet Us At:

[Menai Illawong Uniting Church](#)

adjacent to Illawong Shopping Village

281 - 289 Fowler Rd ILLAWONG NSW 2234



## 2025

MAY

01

THU

### ORIENTATION

Meet your fellow  
Speechcrafters and  
members of Menai District  
Toastmasters Club

MAY

08

THU

### ICE BREAKER

Introduce yourself to the  
club and learn the basic  
structure of a public  
speech

MAY

15

THU

### ORGANISE YOUR SPEECH

Write your speech in a  
logical sequence with  
opening, main points and  
summary

MAY

22

THU

### GET TO THE POINT

Make your point, put  
power behind your  
words, and champion  
your ideas.

MAY

29

THU

### YOUR BODY SPEAKS

Deliver a speech with  
awareness of intentional  
and unintentional body  
language

JUN

05

THU

### VOCAL VARIETY

Practice using vocal  
variety and body  
language to enhance a  
speech

JUN

12

THU

### HOW TO SAY IT

Tone It Up! Use your voice  
for powerful effect

JUN

24

TUE

### GRADUATION

Celebrate your  
Speechcraft journey!



[Club Central Menai](#)

44-60 Allison Cres MENAI  
NSW 2234



Jane Stevens DTM  
0407 263 980



Menai District Toastmasters Club

# Speechcraft Registration Form

by Menai District Toastmasters

## COURSE FEE

**\$180** (including GST)

## CUT-OFF DATE

Register and pay by **30th of April 2025**

*The class size is limited to 8 students. Once this maximum capacity is reached, any additional payments will be refunded to those who registered.*

## ENQUIRIES WELCOME

Jane Stevens DTM - 0407 263 980

## HOW TO REGISTER

- Via this link through the [Online Speechcraft Registration Form](#)
- Simply send an email to [speechcraft@menai-toastmasters.org](mailto:speechcraft@menai-toastmasters.org) with the following details:

### FULL NAME

### ADDRESS

### CONTACT NUMBER

### EMAIL ADDRESS

### EMPLOYER INVOICE REQUIRED?

If you would like us to send an invoice to your employer, please provide their contact information.

### HOW DID YOU HEAR ABOUT US?

### DIRECT TRANSFER OR DEPOSIT PAYMENT TO:

BSB: **062-016**

Account No: **0090 6615**

Account name: **Menai District Toastmasters**

Bank: **Commonwealth Bank**

Thank you for registering!