



EVER GET BUTTERFLIES WHEN YOU HAVE TO SPEAK BEFORE A GROUP OR EXPLAIN SOMETHING TO YOUR BOSS?

Toastmasters International is sponsoring a PUBLIC SPEAKING CLASS in Beltsville starting February 2, 2000. This class is a short, comprehensive program in the fundamentals of oral communication, designed to give quick help to the inexperienced speaker, and to assist a person who has some training in becoming a more polished speaker. The instruction will be given by members of local Toastmasters Clubs, who will base their teaching on practical experience, reinforced by Toastmasters International's educational material.

Public Speaking Class can't prevent butterflies, but it will make them fly in formation!

- WHERE? Beltsville Agricultural Research Center, Building 307, Room 114, Beltsville, MD.
- WHEN? Eight Wednesdays starting February 2, 2000 through March 29, 2000; 5:00 - 7:00 pm
- COST? \$30 covers EVERYTHING (materials, full eight weeks of instruction, assigned mentor, and refreshments at each class session)

Contact Marge Fellows at 301-504-1531 or John French at 301-497-5702 for more information or return the following registration form with payment to :

Speech Class
 c/o Janice Strachan
 P.O. Box 585
 Beltsville, MD 20704-0585

WHAT A GREAT NEW YEAR'S RESOLUTION!

Please register me for the 2000 ARC Public Speaking Class.

Name:

	Home	Work
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Address:

City, State ZIP:

Phone:

FAX:

E-Mail:

Make checks payable to ARC Toastmaster Club 3039.

SPEECH Course Details

Expected Class Size: 12

	Educational Speeches on :	Other Activities:
Session 1	<ol style="list-style-type: none"> 1. Introduction to SPEECHCRAFT 2. Value of Communication 	<ol style="list-style-type: none"> 1. Demonstration Meeting with impromptu speaking, prepared speeches by a beginning speaker and an advanced speaker, evaluations of the prepared speeches 2. Assign Mentors to SPEECHCRAFT attendees 3. Assignments for next meeting
Session 2	<ol style="list-style-type: none"> 1. Topic Selection 2. Organizing a Speech 	<ol style="list-style-type: none"> 1. Section A of class practices impromptu speaking 2. Section B of class gives first prepared speech (Give Your Icebreaker)
Session 3	<ol style="list-style-type: none"> 1. Gestures 2. How to Introduce a Speaker 	<ol style="list-style-type: none"> 1. Section B of class practices impromptu speaking 2. Section A of class gives first prepared speech (Give Your Icebreaker)
Session 4	<ol style="list-style-type: none"> 1. Audience Analysis 2. Vocal Variety 	<ol style="list-style-type: none"> 1. Section A of class practices impromptu speaking and introduces speeches of Section B 2. Section B of class gives second prepared speech (Be In Earnest)
Session 5	<ol style="list-style-type: none"> 1. Visual Aids and Props 2. Evaluation of a Speech 	<ol style="list-style-type: none"> 1. Section B of class practices impromptu speaking and introduces speeches of Section A 2. Section A of class gives second prepared speech (Be In Earnest)
Session 6	<ol style="list-style-type: none"> 1. Role of Language 2. Role of Humor 	<ol style="list-style-type: none"> 1. Section A of class practices impromptu speaking and evaluates speeches of Section B 2. Section B of class gives third prepared speech (Workbook #4 or #6)
Session 7	<ol style="list-style-type: none"> 1. The Toastmaster Organization 2. Organize a Productive Meeting 	<ol style="list-style-type: none"> 1. Section B of class practices impromptu speaking and evaluates speeches of Section A 2. Section A of class gives third prepared speech (Workbook #4 or #6)
Session 8		<ol style="list-style-type: none"> 1. SPEECHCRAFT class organizes meeting, and carries out major roles 2. Graduation ceremony