

# **SPEECHCRAFT COORDINATOR'S FILE**

**(incorporating 4 weeks of coursework + 2 weeks inside a regular club meeting  
and 6 weeks of coursework only)**



**Speechcraft Chair - Pauline Gilchrist DTM**  
[speechcraft@d90toastmasters.org.au](mailto:speechcraft@d90toastmasters.org.au)  
[speechcraft@d70toastmasters.org.au](mailto:speechcraft@d70toastmasters.org.au)

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# SPEECHCRAFT COORDINATOR'S FILE

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## Speechcraft Checklist

- Speechcraft is a professional training course.
- It requires a Coordinator and 4 assistants.
- The ideal number of participants to have in your course is 10 to 12.
- Suggested cost for a 4-week course is (000.00)

Co-ordinator	<input type="radio"/>
Assistants plus educational presenters	<input type="radio"/>
Cost of the course – club and non-club members	<input type="radio"/>
Venue	<input type="radio"/>
Disabled access	<input type="radio"/>
Facilities	<input type="radio"/>
Whiteboard, overhead etc.	<input type="radio"/>
Catering	<input type="radio"/>
Has the length of the course been decided?	<input type="radio"/>
Has a start date of the course been decided?	<input type="radio"/>
Send details to the Speechcraft Liaison Officer via the <a href="http://jointoastmasters.org.au">jointoastmasters.org.au</a> website	<input type="radio"/>
Flyer uploaded to Club website (no price on the flyer)	<input type="radio"/>
Other promoting – diary section of local newspaper, radio station, flyer on notice board in host club, flyer in Welcome Kit, community television, community noticeboards, market stall, club members, school newsletters	<input type="radio"/>
Order from Toastmasters Supplies Australia (Speechcraft Coordinator's Manual, Participants', Manuals, Participants' Certificates, Coordinator's Certificate)	<input type="radio"/>
Registration form (price stated on the form, contact person must be accessible, knowledgeable and must have an answering service)	<input type="radio"/>
Letter to people making enquiries (enrolment confirmed on full payment)	<input type="radio"/>
Receipts	<input type="radio"/>
List of participants – name and contact details	<input type="radio"/>
Course information schedule issued to all participants	<input type="radio"/>
Folders	<input type="radio"/>
Name tags	<input type="radio"/>
Desk plates	<input type="radio"/>

## Ordering Materials

Toastmasters Supplies Australia is your one-stop shop to order materials for your Speechcraft course.

You will need to order **The Speechcraft Starter Kit (Item #205)** or **order items separately (recommended)**.

Complete materials for starting and promoting a Speechcraft program for five people, requires at least:

- 1x Speechcraft Coordinator's Guide (Item #204)
- 5x Speechcraft Workbooks (Item #204H)
- 5x Participant Certificates (Item #261)
- 1x Coordinators Certificate (Item #260)
- 5x Speechcraft Support Manuals (Items #7006)
- 5x Speechcraft Assignment Guides (Item #7005)

To order and pay for supplies, there are two choices:

- Order online using a secure online supplies order form. You can pay by credit card or elect to pay separately by cheque or electronic funds transfer (EFT). In the case of cheque or EFT, orders will NOT be processed until funds are received. ([http://www.toastmasters-supplies.org.au/supplies\\_cat.htm](http://www.toastmasters-supplies.org.au/supplies_cat.htm))
- Order by post/fax with cheque, credit card or EFT payment. Download and print Toastmasters Supplies Australia Order Form and send the completed form by post with a cheque or by post/fax with credit card or EFT. (<http://www.toastmasters-supplies.org.au/SuppliesOrderForm.pdf>)

Once you know your costs, you can determine how much you will charge the participants. Most clubs offer a reduced fee for financial club members. The program should pay for itself. A Speechcraft program can be used as a fund-raising activity for your club, provided the fees charged are reasonable. Excess funds must be placed in the club's bank account and can be used for education of the members and membership building.

## What to do on the first night for the Coordinator

- Arrive early to ensure the venue is organized with seating, catering etc.
- Set up the room
- Allocate places to participants and Toastmasters
- Warmly welcome people as they arrive
- Official welcome:
  - explain the course, the aims and objectives,
  - introduce the assistants,
  - explain what Toastmasters is (impromptu speaking, prepared speeches, evaluations),
  - housekeeping,
  - audience etiquette,
  - explain the timing and applause,
  - note terminology and jargon,
  - explain all roles,
  - Ice Breaker speeches
  - each week change seating to encourage interaction between all participants
- Print agendas for Week 1 and Week 2 – enough for each Speechcrafter, assistants, educational presenters etc.

## **How to be a Speechcraft Mentor (Club Members Only)**

Speechcraft Mentors are assigned to give assistance and feedback to one or more Speechcrafters at each Speechcraft session. Prior to the commencement of each session, the Coordinator will distribute Speech Evaluation Forms (specific to the speeches being delivered by the Speechcrafters) to the Mentors. Mentors will complete the Speech Evaluation Forms each week and discuss the evaluation with their assigned Speechcrafters. Mentors should discuss all assignments (speech, table topic response, Master of Ceremonies etc.) with the Speechcrafter/s to whom they have been assigned.

1. When assigned as a Speechcraft participant mentor, it is your task to assist the individual, not to do the work yourself.
2. You and your club members will advise as much, if not more, by your example as a Toastmaster as by your specific advice to the participants.
3. In the Speechcraft sessions, you will be expected to help participants acquire skills in keeping with the information and instruction given in educational presentations presented by club members. Before giving advice, review the workbook sections for the speeches which apply to the workshop exercise.
4. Reflect upon your own experience. Here is a chance to help the individual and show him or her the value of your Toastmasters experience.
5. Be patient. Allow ample time for him or her to ask questions about the material presented. Encourage questions. Show your willingness to listen. Be practical. The Speechcraft participant is looking to you for advice on how to put that theory into practice.
6. Don't rush. If the participant needs more time or has additional questions, plan to connect after the meeting and offer further assistance.
7. Ask for the Speechcraft coordinator's advice and cooperation if any problems arise in your capacity as mentor.
8. Speechcraft participants expect your help in putting together a speech based on the information heard in the talks given by the Speechcraft staff. Your challenge is to breathe life and practical advice into the theoretical information.

## Speechcraft Evaluation – The Ice Breaker

Week: .....

Date: .....

Speech Title: .....

Speaker's Name: .....

Evaluator: .....

Speech Objectives:

- To begin speaking before an audience
- To help understand what areas require emphasis in your speaking development
- To introduce yourself to your fellow participants.

---

What strong points does the speaker already have?

Did the audience get to know the speaker? How?

How well was the speech prepared?

How clearly and audibly did the speaker talk?

Did the speech have a definite opening, body and conclusion?

What are one or two specific suggestions can you give to help the speaker improve? (Focus on showing the speaker how he or she can make the greatest amount of improvement in the next speech?)

## Speechcraft Evaluation – Organise Your Speech

Week: .....

Date: .....

Speech Title: .....

Speaker's Name: .....

Evaluator: .....

Speech Objectives:

- To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.
- To build a speech outline that includes an opening, body and conclusion.

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Rating:

1 = Excellent

2 = Above average (for speaker's experience level)

3 = Satisfactory

4 = Should improve

5 = Must improve (requires immediate attention)

Add your comments in the space provided, but don't comment on each item. Select those items where special praise is warranted, or where you can offer specific suggestions for improvement.

Category	Rating	Comments/Recommended Action
SPEECH VALUE (Interesting, meaningful)	1 2 3 4 5	
PREPARATION (Research, rehearsal)	1 2 3 4 5	
MANNER (Direct, confident, sincere)	1 2 3 4 5	
ORGANISATION (Purposeful, clear)	1 2 3 4 5	
OPENING (Attention-getting, led into topic)	1 2 3 4 5	
BODY OF SPEECH (Logical flow, ideas supported by facts)	1 2 3 4 5	
CONCLUSION (Effective, climatic)	1 2 3 4 5	



## Speechcraft Evaluation – Get to the Point

Week: .....

Date:.....

Title: .....

Speaker's Name: .....

Evaluator: .....

### Speech Objectives:

- To select a speech topic and determine its general and specific purposes
- To organize the speech in a manner that best achieves those purposes
- To ensure the beginning, body, and conclusion reinforce the purposes

---

### Rating:

1 = Excellent

2 = Above average (for speaker's experience level)

3 = Satisfactory

4 = Could improve

5 = Needs attention

Add your comments in the space provided, but don't comment on each item. Select those items where special praise is warranted, or where you can offer specific suggestions for improvement.

Category	Rating	Comments/Recommend Action
The general purpose of the speech was clear.	1 2 3 4 5	
The specific purpose of the speech was clear.	1 2 3 4 5	
The speech organisation supported the speeches specific purpose.	1 2 3 4 5	
The main points and supporting material contributed to the speeches specific purpose.	1 2 3 4 5	
The beginning, body and conclusion reinforced the specific purpose.	1 2 3 4 5	
The speaker achieved the specific purpose.	1 2 3 4 5	

What could the speaker have done differently to make the speech more effective?

What did you like about the presentation?

## Speechcraft Evaluation – Your Body Speaks

Week: .....

Date:.....

Title: .....

Speaker's Name: .....

Evaluator: .....

**Speech Objectives:**

- To learn the value of gestures, body movements and voice as part of a speech
- To explore the different ways of using body and voice to enhance your delivery
- To develop a sense of timing and natural, smooth body movement.

		Comments/Recommended Action
Topic selection	_____	Facilitated Body Language
	_____	Satisfactory
	_____	Inappropriate
Preparation	_____	Excellent
	_____	Satisfactory
	_____	Inadequate
Manner	_____	Confident, enthusiastic
	_____	Satisfactory
	_____	Tense, nervous
Appearance	_____	Appropriate, neat
	_____	Satisfactory
	_____	Should improve
Posture	_____	Poised, balanced
	_____	Satisfactory
	_____	Should improve
Gestures	_____	Natural, evocative
	_____	Satisfactory
	_____	Artificial or distracting
Body movements	_____	Purposeful, smooth
	_____	Satisfactory
	_____	Awkward, random
Eye contact	_____	Established visual bonds
	_____	Satisfactory
	_____	Should improve
Facial expression	_____	Animated, friendly, genuine
	_____	Satisfactory
	_____	Deadpan, artificial or unfriendly
Organisation	_____	Logical flow of ideas
	_____	Satisfactory
	_____	Should improve

## Speechcraft Evaluation – Vocal Variety

Week: .....

Date:.....

Speech Title:.....

Speaker's Name: .....

Evaluator: .....

**Speech Objectives:**

- To learn the value of gestures, body movements and voice as part of a speech
- To explore the different ways of using body and voice to enhance your delivery
- To develop a sense of timing and natural, smooth body movement.

			Comments/Recommended Action
Topic Selection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Facilitated vocal variety Satisfactory Inappropriate	
Preparation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Excellent Satisfactory Inadequate	
Voice Volume	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ideal Satisfactory Too loud or too soft	
Speaking Rate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Excellent Satisfactory Too fast or too slow	
Vocal Pitch	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Varied, conversational Satisfactory Artificial or monotonous	
Voice Tone	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pleasant, friendly Satisfactory Harsh or monotonous	
Vocal Vitality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Forceful, expressive Satisfactory Bland or unnatural	
Articulation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Clear, distinct Satisfactory Sloppy or mumbling	
Vocal Variety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Enhanced speech Satisfactory Could improve	
Body Language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Natural, expressive Satisfactory Artificial or distracting	
Organisation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Logical flow of ideas Satisfactory Should improve	

# Speechcraft Evaluation – How to Say It

Week: .....

Date:.....

Speech Title:.....

Speaker's Name: .....

Evaluator: .....

## Speech Objectives:

- To gain an understanding of the function and uses of the spoken word.
- To select precisely the right words required to communicate your ideas clearly, vividly, and appropriately
- To avoid common mistakes in word use

	Excellent	Satisfactory	Should Improve	Comments/ Recommended Action
Was the speech topic appropriate for this assignment?				
Did the speech reflect adequate preparation?				
Were the speaker's words appropriate for this audience?				
Did the speaker use words that were simple, concrete, and specific?				
Did the speaker avoid words that could easily be misinterpreted?				
Were the speaker's sentences short, simple, and understandable?				
Did the speaker use vivid words that created mental images?				
Did the speaker's word usage add to the overall quality of the speech?				
Did the speaker employ vocal variety to enhance the speech?				
Did this speech reflect improvement over this speaker's previous talks?				

## Course Outline (for 12 participants)

Week #	4 Week Course + 2 sessions inside club meeting	6 Week Course
1	<p>“Ice Breaker” speeches/introductions</p> <p>Importance of Public Speaking</p> <p>Educational presentation – <b>Organise Your Speech/Select Your Topic</b></p> <p>Educational presentation – <b>Get to the Point</b></p> <p>Educational presentation – <b>Evaluate the Speaker</b></p> <p>Demonstration speech by club member</p> <p>Evaluation of demonstration speech</p> <p>Educational presentation – <b>Impromptu Speaking</b></p> <p>Table Topics and evaluations</p> <p>Educational presentation – <b>Introducing the Speaker</b></p>	<p>Importance of Public Speaking</p> <p>Educational presentation – <b>Impromptu Speaking</b></p> <p>Table Topics and evaluations</p> <p>Educational presentation – <b>Organise Your Speech/Select Your Topic</b></p> <p>Educational presentation - <b>Evaluate the Speaker</b></p> <p>Demonstration “Ice Breaker” speech</p> <p>Evaluation of “Ice Breaker” speech</p>
2	<p>Educational presentation – <b>Your Body Speaks</b></p> <p>Educational presentation – <b>Vocal Variety</b></p> <p>Table Topics and evaluations</p> <p>“Organise Your Speech” or “Get to the Point” speeches and evaluations</p>	<p>Educational presentation – <b>Introducing the Speaker</b></p> <p>Table Topics and evaluations</p> <p>“Ice Breaker” speeches and evaluations</p> <p>Educational presentation – <b>Get to the Point</b></p>
3	<p>Educational presentation – <b>How to Say It</b></p> <p>Table Topics and evaluations</p> <p>“Your Body Speaks” or Vocal Variety” speeches and evaluations</p>	<p>Table Topics and evaluations</p> <p>“Get to the Point” speeches and evaluations</p> <p>Educational presentation – <b>Your Body Speaks</b></p>
4	<p>Educational presentation – <i>coordinator’s choice</i></p> <p>Table Topics and evaluations</p> <p>“How to Say It” speeches and evaluations</p>	<p>Table Topics and evaluations</p> <p>“Your Body Speaks” speeches and evaluations</p> <p>Educational presentation – <b>Vocal Variety</b></p>
5	<p>Speechcrafters attend regular club meeting to witness how a standard Toastmasters meeting is conducted.</p>	<p>Table Topics and evaluations</p> <p>“Vocal Variety” speeches and evaluations</p> <p>Educational presentation – <b>How to Say It</b></p>
6	<p>Speechcrafters attend second club meeting</p> <p>Graduation evening – special guests, family and friends invited.</p> <p>Presentation of certificates with Acceptance Speeches (30 to 60 seconds)</p>	<p>Graduation evening – special guests, family and friends invited</p> <p>“How to Say It” speeches and evaluations</p> <p>Invitation to join Toastmasters</p> <p>Presentation of certificates with Acceptance Speeches (30 to 60 seconds)</p>

## Points to remember

- For the 4 Week Course, the Ice Breaker speech details need to be sent to participants before the first session. The initial introductions are 2-3 -minute Ice Breaker speeches.
- With 12 participants, each week, 4 participants will have the opportunity to be the Master of Ceremonies (Speech Toastmaster) by grouping the speakers in groups of 3.
- Balance the agendas each week by giving all Speechcrafters a different evaluator.
- Be careful not to place the Master of Ceremonies as a speaker or evaluator in the segment he/she is introducing.
- Adjust your agenda accordingly for a lesser number of participants.
- Ask each attending member to observe a Speechcrafter at each meeting and give a 15-minute mentoring session (one-on-one) at the end of the meeting. Vary the mentors and Speechcrafters at each meeting.
- For the 4 Week Course, in sessions 2 and 3 (and session 4, if you choose to conduct an educational), the Speechcrafters can choose which project they would like to focus on for their speeches at the next meeting (based on the educational presentations, which may cover more than one project in Speechcraft Manual).
- Remember to bring the Membership Application Forms to the final session and encourage all Speechcrafters to continue to learn communication skills in the club environment.



**CLUB NAME**  
**Club no 1 Area 1 District 1**  
**GPO Box 1 Sydney NSW 2000**

[www.club.org.au](http://www.club.org.au)

10 September 2016

Name of Speechcrafter

Address

Dear (name)

Thank you for your enquiry about our Speechcraft Course. The next Speechcraft course will commence on [date]. The course will be conducted every (name of day) evening for four consecutive weeks followed by 2 sessions inside a regular Toastmasters club meeting.

Our Speechcraft course is designed to teach public speaking skills to people from within the local community and members of the Toastmasters club. During the program, you will be invited to participate in Table Topics, which is an enjoyable way of learning impromptu speaking, present prepared speeches and serve as an evaluator for your fellow participants. You can also practice introducing a speaker to an audience.

On the first night, you will receive the Speechcraft Workbook. The handbook is an educational manual from the Toastmasters, Success/Communication Series. You will be working from this handbook, which contains six speaking projects. You will also be supplied with a Speechcraft Support Guide for Speeches plus other information to help you through the course. During each session, an experienced club member will deliver an educational presentation. Plus, you will be mentored one on one for 15 minutes at the end of each meeting.

The cost of the Speechcraft course is [\$000.00] per person.

On completion of the last meeting of the course, should you wish to join (club name), we will waive the joining fee of (\$??) which means you only pay the semi-annual dues. We highly recommend that you continue your journey of self-development through Toastmasters. As a club member, you will receive credit for three speaking projects in the Competent Communication Program which will accelerate your progress in achieving the Competent Communicator Award.

To enrol in this course, we would appreciate that you return the completed Speechcraft registration form along with your payment to [club@email.com](mailto:club@email.com). Enrolment is only acknowledged if the registration form is accompanied with full payment.

Yours sincerely,

(your name)

(club name)

Speechcraft Coordinator

Mobile: ..... Email: .....



## Speechcraft Registration Form

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**PARTICIPANT:** Salutation: (please circle one) Mr/Mrs/Ms/Miss \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PAYMENT**

Please indicate payment method below with a tick.  
Please make cheques payable to (club name).  
We do not have credit card facilities, but we do accept payments via EFT. Our bank details are:

**Bank Name:**  
**Account name:**  
**BSB:**  
**Account number:**  
**Reference:** Your Name

Payment via Internet:

**If paying via EFT, please attach a copy of the receipt of the transfer with this registration form.**

Cheque:

**Amount: [\$000.00]**

**NB:** Payment must be received 5 days prior to the first night of course.

**SIGNATURE** ..... **DATE:** .....

Please return this registration form, along with your payment or receipt of transfer to:

(Club name)  
[club@gmail.com](mailto:club@gmail.com)  
GPO Box 1 Sydney NSW 2000





**CLUB NAME**  
**Club no 1 Area 1 District 1**  
**GPO Box 1 Sydney NSW 2000**  
[www.club.org.au](http://www.club.org.au)

### Receipt

To: (name of Speechcrafter)

Confirmation of receipt of funds for the services listed below.

QTY	DESCRIPTION	AMOUNT
1	Speechcraft Course – <date> to <date> for (name)	\$000.00
2	Speechcraft Course – <date> to <date> for (name)	\$000.00
3	Speechcraft Course – <date> to <date> for (name)	\$000.00
4	Speechcraft Course – <date> to <date> for (name)	\$000.00
Toastmasters International and (Club Name) are not-for-profit educational institutions. GST is not applicable		<b>TOTAL</b> \$000.00

Thank you for your payment.

#### CONTACT

If you have any questions concerning this invoice, please contact the Treasurer by email:  
[treasurer@email.org](mailto:treasurer@email.org).



## Speechcraft Course Feedback Form

- 
- What major lesson will you take away from this course?

- 
- What did you enjoy the most?

- 
- Which assignment did you find the most challenging?

- 
- What skills do you feel have improved?

- 
- Do your peers see improvement in you? In which area?
- 

Please rate the following with your personal appraisal:

	Excellent	Satisfactory	Poor
Venue:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Content:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Coordinators:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value for money:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Points for improvement in future courses:

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## Ice Breaker – Introductions

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests, and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.

### Speech Objectives:

- To begin speaking before an audience
- To discover speaking skills you already have and skills that need some attention.
- To introduce yourself to your fellow club members

Time: 2-3 minutes

---

Name:.....

A favourite childhood memory:.....

.....  
.....  
.....

Tell us about your work: .....

.....  
.....  
.....

Someone or something that inspires you:.....

.....  
.....  
.....

Why did you join our Speechcraft course? .....

.....  
.....  
.....



## Assignment Tracker

Plan your program for the entire course using an Assignment Tracker.

Participants	Chairman 1	Chairman 2	Grammarian	Master of Ceremonies 1	Master of Ceremonies 2	Master of Ceremonies 3	Master of Ceremonies 4	TT Master	TT Evaluator	Humour Spot Inspirational
Rhiannon						Week 2				
Capucine						Week 3				
Vicki	Week 4						Week 3			
Keshni		Week3					Week 4			
Monica				Week 3						
Christine				Week 2						
Sivantha					Week 4					
Tess		Week 4			Week 3					
Sandra	Week3						Week 2			
Courtney		Week 2				Week 4				
Sarah					Week 2					
Bernadette	Week2			Week 4						

At each session, all Speechcrafters deliver a speech, evaluate each other, have other meeting assignments and participate in Table Topics.

Agendas need to be prepared at least a week in advance to allow time for preparation of assignments. Bring two agendas to each meeting - the current one and the following week.



**President**  
John Doe

**VP Education**  
Matt Doe

**VP Membership**  
Jane Doe

**VP Public Relations**  
Mary Doe

**Secretary**  
Harry Doe

**Treasurer**  
Patrick Doe

**Sergeant-At-Arms**  
Susan Doe

We meet every:  
1st, 3rd and 5th Thursday  
of the month from  
7.00pm to 9.45 pm

Location can be found on  
our website  
[www.forestvilletm.org](http://www.forestvilletm.org)

**Toastmasters  
International**  
[www.toastmasters.org](http://www.toastmasters.org)

**We provide a supportive  
and positive learning  
experience in which  
members are empowered  
to develop  
communication and  
leadership skills, resulting  
in greater self-confidence  
and personal growth.**

**Course Coordinator:**

**Susan Doe**  
[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**

**John Doe**  
[john@gmail.com](mailto:john@gmail.com)

<b>4 Week Coursework</b>		<b>Club Name</b>	
		<b>Speechcraft Course: Week One</b>	
		4 <sup>th</sup> February 2016	
<b>When</b>	<b>What</b>	<b>Who</b>	
		<b>Meeting Facilitator (Chairman)</b> Timer	
		Susan Doe TM Carl Davies TM	
7.00	<b>Assistant Coordinator:</b> calls meeting to order, Introduces Course Coordinator	John Doe TM	
	<b>Welcome:</b> introduce assistants, housekeeping, Introductions (Ice Breaker speeches) – <b>50 mins</b>	Susan Doe TM	
	<b>Course Coordinator:</b> Explanation of the course/manuals – <b>10 mins</b>	Susan Doe TM	
8.00	<b>Educational presentation:</b> Timer (with explanation) – <b>2 mins</b>	Carl Davis TM	
	<b>Educational presentation:</b> Select your Topic - <b>5 mins</b>	Doris Day TM	
	<b>Educational presentation:</b> Organise your Speech and Get to The Point – <b>15 mins</b>	John Lemon TM	
	Speech Workshop to develop next week's speech – <b>10 mins</b>	John Lemon TM	
8.30	<b>BREAK 15 mins</b>		
8.45	<b>Assistant Coordinator:</b> calls meeting to order – hands back to Course Coordinator	John Doe TM	
	<b>Chairman</b>	Susan Doe TM	
	<b>Educational presentation:</b> Evaluations – <b>5 mins</b>	Doris Day TM	
	Demonstration speech by new Toastmaster – <b>3-5 mins</b>	Ringo Starr TM	
	Evaluation of speech (5 mins including questions)	Paul Starr TM	
9.00	<b>Educational presentation:</b> Impromptu Speaking - <b>5 mins</b>	Ed Lane TM	
	Table Topics (1 min each response) – <b>15 mins</b>	Ed Lane TM	
	<b>Evaluations - 10 mins</b>	All	
9.30	Educational presentation: How to Use the Stage for Master of Ceremonies – <b>5 mins</b>	Susan Doe	
	Mentor session - <b>15 mins</b>	All	
9.50	Timer's Report – <b>2 mins</b>	Carl Davies TM	
	Summary/question time/next week's agenda	Susan Doe TM	
10.00	<b>CLOSE approx.</b>		



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Matt Doe

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**Course Coordinator:**

**Susan Doe**  
[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**

**John Doe**  
[john@gmail.com](mailto:john@gmail.com)

<b>4 Week Coursework</b>		<b>Club Name</b>	
		<b>Speechcraft Course: Week Two</b>	
		11 <sup>th</sup> February 2016	
When	What	Who	
	<b>Meeting Facilitator (Chairman)</b> Timer	Susan Doe TM Carl Davies TM	
7.00	<b>Assistant Coordinator:</b> calls meeting to order	John Doe TM	
	Opening Remarks – 5 mins	Susan Doe TM	
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – 3 mins	Bernadette	
7.08	<b>Speeches – 3-5 mins</b>	<b>All Evaluations – 1 min</b>	<b>ORGANISE YOUR SPEECH or GET TO THE POINT</b>
	<b>Master of Ceremonies</b>		<b>Christine</b>
	Rhiannon	Sarah	
	Cupucine	Sivanitha	
	Sandra	Vicki	
	<b>Master of Ceremonies</b>		<b>Sarah</b>
	Keshni	Bernadette	
	Monica	Courtney	
	Christine	Capucine	
	<b>Master of Ceremonies</b>		<b>Rhiannon</b>
	Sivanitha	Christine	
	Vicki	Sandra	
	Tess	Keshni	
	<b>Master of Ceremonies</b>		<b>Sandra</b>
	Courtney	Tess	
	Sarah	Monica	
	Bernadette	Rhiannon	
8.30	<b>BREAK</b>		
8.45	<b>Assistant Coordinator:</b> calls meeting to order – hands back to Course Coordinator	John Doe TM	
	<b>Chairman 2:</b>	Courtney	
	<b>Educational presentation:</b> Your Body Speaks and Vocal Variety – 10 mins	Doris Day TM	
	Discussion about educational with all attendees - 5 min	Doris Day TM	
9.00	Table Topics (1 min each response) – 15 mins	Sivanitha	
	Evaluations - 10 mins	All	
	General Evaluator's Report– 5 mins	Harry Doe TM	
9.30	Timer's Report - 2 mins	Carl Davies TM	
	Mentor session - 15 mins	All	
	Summary/question time/next week's agenda	Susan Doe TM	
10.00	<b>CLOSE approx.</b>		



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**Susan Doe**  
[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**

**John Doe**  
[john@gmail.com](mailto:john@gmail.com)

4 Week Coursework		Club Name	
Speechcraft Course: Week Three		18 <sup>th</sup> February 2016	
When	What	Who	
	<b>Meeting Facilitator (Chairman)</b> Timer	Susan Doe TM Carl Davies TM	
7.00	<b>Assistant Coordinator:</b> calls meeting to order	John Doe TM	
	Opening Remarks - <b>5 mins</b>	Susan Doe TM	
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – <b>3 mins</b>	Sandra	
7.08	<b>Speeches – 3-5 mins</b>	<b>All Evaluations – 1 min</b>	<b>YOUR BODY SPEAKS or VOCAL VARIETY</b>
	<b>Master of Ceremonies</b>		<b>Monica</b>
	Rhiannon	Sarah	
	Cupucine	Sivanitha	
	Sandra	Vicki	
	<b>Master of Ceremonies</b>		<b>Tess</b>
	Keshni	Bernadette	
	Monica	Courtney	
	Christine	Capucine	
	<b>Master of Ceremonies</b>		<b>Cupucine</b>
	Sivanitha	Christine	
	Vicki	Sandra	
	Tess	Keshni	
	<b>Master of Ceremonies</b>		<b>Vicki</b>
	Courtney	Tess	
	Sarah	Monica	
	Bernadette	Rhiannon	
8.30	<b>BREAK 15 mins</b>		
8.45	<b>Assistant Coordinator:</b> calls meeting to order – hands back to Course Coordinator	John Doe TM	
	<b>Chairman 2:</b>	Keshni	
	<b>Educational presentation:</b> How to Say It – <b>10 mins</b>	Doris Day TM	
	Discussion about educational with all attendees - <b>5 min</b>	Doris Day TM	
9.00	Table Topics (1 min each response) – <b>15 mins</b>	Sarah	
	Evaluations - <b>10 mins</b>	All	
	General Evaluator’s Report– <b>5 mins</b>	Harry Doe TM	
9.30	Timer’s Report - <b>2 mins</b>	Carl Davies TM	
	Mentor session - <b>15 mins</b>	All	
	Summary/question time/next week’s agenda	Susan Doe TM	
10.00	<b>CLOSE approx.</b>		



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**Susan Doe**  
[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**

**John Doe**  
[john@gmail.com](mailto:john@gmail.com)

4 Week Coursework		Club Name Speechcraft Course: Week Four 25 <sup>th</sup> February 2016	
When	What	Who	
	Meeting Facilitator (Chairman) Timer	Susan Doe TM Carl Davies TM	
7.00	Assistant Coordinator: calls meeting to order	John Doe TM	
	Opening Remarks – 5 mins	Susan Doe TM	
	Chairman 1: welcome, introduce assistants, housekeeping – 3 mins	Vicki	
7.08	Speeches – 3-5 mins	All Evaluations – 1 min	HOW TO SAY IT
	Master of Ceremonies		Bernadette
	Rhiannon	Sarah	
	Cupucine	Sivanitha	
	Sandra	Vicki	
	Master of Ceremonies		Sivanitha
	Keshni	Bernadette	
	Monica	Courtney	
	Christine	Capucine	
	Master of Ceremonies		Courtney
	Sivanitha	Christine	
	Vicki	Sandra	
	Tess	Keshni	
	Master of Ceremonies		Keshni
	Courtney	Tess	
	Sarah	Monica	
	Bernadette	Rhiannon	
8.30	BREAK		
8.45	Assistant Coordinator: calls meeting to order – hands back to Course Coordinator	John Doe TM	
	Chairman 2:	Tess	
	Educational: Coordinators choice of educational)– 10 mins	Doris Day TM	
	Discussion about educational with all attendees - 5 min	Doris Day TM	
9.00	Table Topics (1 min each response) – 15 mins	Rihannon	
	Evaluations - 10 mins	All	
	General Evaluator’s Report – 5 mins	Harry Doe TM	
9.30	Timer’s Report - 2 mins	Carl Davies TM	
	Mentor session - 15 mins	All	
	Summary/question time/Week 5 – regular club meeting	Susan Doe TM	
10.00	CLOSE approx.,		





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**Susan Doe**

[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**

**John Doe**

[john@gmail.com](mailto:john@gmail.com)

<b>6 Week Coursework</b>			<b>Club Name</b> <b>Speechcraft Course: Week One</b> 4 <sup>th</sup> February 2016	
When	What	Who		
		<b>Meeting Facilitator (Chairman)</b>		Susan Doe TM
		Timer		Carl Davies TM
7	<b>Assistant Coordinator</b> – calls meeting to order, introduces Course Coordinator	John Doe TM		
	<b>Welcome;</b> introduce assistants; housekeeping; introductions – <b>20 mins</b>	Susan Doe TM		
7.2	<b>Course Coordinator:</b> Explanation of the course/manuals – <b>10 mins</b>	Susan Doe TM		
	<b>Educational presentation:</b> Timer (with explanation) – <b>5 mins</b>	Carl Davies TM		
	<b>Educational presentation:</b> Organise Your Speech – Selecting a Topic – <b>10 mins</b>	Doris Day TM		
	<b>Educational presentation:</b> Evaluate the Speaker – <b>10 mins</b>	John Lemon TM		
7.55	Demonstration Ice Breaker Speech – <b>3-5 mins</b>	Peter Car TM		
	Evaluation of the Ice Breaker speech – <b>2 mins</b>	John Lemon TM		
8	<b>BREAK 15 mins</b>			
8.15	<b>Assistant Coordinator</b> – calls meeting to order - hands back to Course Coordinator	John Doe TM		
	<b>Educational Presentation:</b> Humour – <b>2 mins</b>	Susan Doe TM		
	Humour Spot – <b>3 mins</b>	Ringo Starr TM		
8.2	<b>Educational Presentation:</b> Impromptu Speaking – <b>10 mins</b>	Ed Lane TM		
8.3	Table Topics Session (1 min for each response) – <b>10 mins</b>	Ed Lane TM		
	Table Topics Evaluations – Odds – <b>3 mins</b>	Paul Starr TM		
	Table Topics Evaluations – Evens – <b>3 mins</b>	Sam Smith TM		
8.46	Mentor session - <b>15 mins</b>			
9	Summary/question time/next week's agenda	Susan Doe TM		
9.15	Open Forum – your view on tonight's meeting	Susan Doe TM		
9.3	<b>CLOSE approx.</b>			



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[susan@gmail.com](mailto:susan@gmail.com)

**Assistant Coordinator:**  
John Doe  
[john@gmail.com](mailto:john@gmail.com)

Club Name		
6 Week Coursework		
Speechcraft Course: Week Two		
11 <sup>th</sup> February 2016		
When	What	Who
	<b>Meeting Facilitator (Chairman)</b> Timer	Susan Doe TM Carl Davies TM
7.00	<b>Assistant Coordinator</b> – calls meeting to order Introduces Course Coordinator	John Doe TM
	Opening Remarks – <b>3 mins</b>	Susan Doe TM
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – <b>5 mins</b>	Anita Hill
	<b>Educational Presentation:</b> Introducing a Speaker – <b>5 mins</b>	Doris Day TM
7.13	<b>Speeches – 2-3 mins</b>	<b>All Evaluations – 1 min</b>
	<b>Master of Ceremonies</b>	<b>Sally Snell</b>
1	Andy Man	Anita Hill
2	Sam Hutt	Carol Flynn
3	Fred Lane	Kim Kurt
4	Tom Green	Andy Man
5	Bill Brown	Joan Sims
7.48	<b>Master of Ceremonies</b>	<b>Andy Man</b>
6	Sally Snell	Sam Hutt
7	Anita Hill	Fred Lane
8	Carol Flynn	Tom Green
9	Joan Sims	Sally Snell
10	Kim Kurt	Bill Brown
8.30	<b>BREAK 15 mins</b>	
8.45	<b>Assistant Coordinator</b> – calls meeting to order - hands back to Course Coordinator	John Doe TM
	<b>Chairman 2:</b>	Fred Lane
	Humour Spot/Inspiration (speakers' choice) – <b>2 mins</b>	Tom Green
	<b>Educational Presentation:</b> Get to the Point – <b>10 mins</b>	John Lemon TM
9.00	Table Topics Session (1 min for each response) – <b>10 mins</b>	Sam Hutt
	Table Topics Evaluations – Odds – <b>3 mins</b>	Anita Hill
	Table Topics Evaluations – Evens – <b>3 mins</b>	Kim Kurt
9.16	Grammarians' Report – <b>2 mins</b>	Carol Flynn
	Timer's Report - <b>2 mins</b>	Carl Davis TM
	General Evaluator's Report – <b>5 mins</b>	Susan Doe TM
9.26	Mentor session - <b>15 mins</b>	All
9.41	Summary/question time/next week's agenda	Susan Doe TM
10.00	<b>CLOSE approx.</b>	



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**Assistant Coordinator:**  
John Doe  
[john@gmail.com](mailto:john@gmail.com)

6 Week Coursework		Club Name	
		Speechcraft Course: Week Three	
		18 <sup>th</sup> February 2016	
When	What	Who	
		<b>Meeting Facilitator (Chairman)</b> Timer	
		Susan Doe TM	Carl Davies TM
7.00	<b>Assistant Coordinator</b> – calls meeting to order Introduces Course Coordinator	John Doe TM	
	Opening Remarks – <b>3 mins</b>	Susan Doe TM	
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – <b>5 mins</b>		
7.08	<b>Speeches – 3-5 mins</b>	<b>All Evaluations – 1 min</b>	<b>GET TO THE POINT</b>
	<b>Master of Ceremonies</b>		
1			
2			
3			
4			
5			
7.48	<b>Master of Ceremonies</b>		
6			
7			
8			
9			
10			
8.30	<b>BREAK</b>		
8.45	<b>Assistant Coordinator</b> – calls meeting to order - hands back to Course Coordinator	John Doe TM	
	<b>Chairman 2:</b>		
	Humour Spot/Inspiration (speakers' choice) – <b>2 mins</b>		
	<b>Educational Presentation:</b> Your Body Speaks – <b>10 mins</b>	Peter Car TM	
9.00	Table Topics Session (1 min for each response) – <b>10 mins</b>		
	Table Topics Evaluations – Odds – <b>3 mins</b>		
	Table Topics Evaluations – Evens – <b>3 mins</b>		
9.16	Grammarians' Report – <b>2 mins</b>		
	Timer's Report - <b>2 mins</b>	Carl Davis TM	
	General Evaluator's Report – <b>5 mins</b>	Susan Doe TM	
9.26	Mentor session - <b>15 mins</b>	All	
9.41	Summary/question time/next week's agenda	Susan Doe TM	
10.00	<b>CLOSE approx.</b>		



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**Assistant Coordinator:**  
**John Doe**  
[john@gmail.com](mailto:john@gmail.com)

Club Name		
Speechcraft Course: Week Four		
25 <sup>th</sup> February 2016		
When	What	Who
	<b>Meeting Facilitator (Chairman)</b> Timer	Susan Doe TM Carl Davies TM
7.00	<b>Assistant Coordinator</b> – calls meeting to order Introduces Course Coordinator	John Doe TM
	Opening Remarks – <b>3 mins</b>	Susan Doe TM
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – <b>5 mins</b>	
7.08	<b>Speeches – 3-5 mins</b>	<b>YOUR BODY SPEAKS</b>
	<b>All Evaluations – 1 min</b>	
	<b>Master of Ceremonies</b>	
1		
2		
3		
4		
5		
7.48	<b>Master of Ceremonies</b>	
6		
7		
8		
9		
10		
8.30	<b>BREAK</b>	
8.45	<b>Assistant Coordinator</b> – calls meeting to order - hands back to Course Coordinator	John Doe TM
	<b>Chairman 2:</b>	
	Humour Spot/Inspirational (speakers' choice) – <b>2 mins</b>	
	<b>Educational Presentation: Vocal Variety – 10 mins</b>	Peter Car TM
9.00	Table Topics Session (1 min for each response) – <b>10 mins</b>	
	Table Topics Evaluations – Odds – <b>3 mins</b>	
	Table Topics Evaluations – Evens – <b>3 mins</b>	
9.16	Grammarians' Report – <b>2 mins</b>	
	Timer's Report - <b>2 mins</b>	Carl Davis TM
	General Evaluator's Report – <b>5 mins</b>	Susan Doe TM
9.26	Mentor session - <b>15 mins</b>	All
9.41	Summary/question time/next week's agenda	Susan Doe TM
10.00	<b>CLOSE approx.</b>	



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**Assistant Coordinator:**

John Doe

[john@gmail.com](mailto:john@gmail.com)

Club Name		Speechcraft Course: Week Five	
6 Week Coursework		3 <sup>rd</sup> March 2016	
When	What	Who	
	<b>Meeting Facilitator (Chairman)</b>	Susan Doe TM	
	<b>Timer</b>	Carl Davies TM	
7.00	<b>Assistant Coordinator</b> – calls meeting to order Introduces Course Coordinator	John Doe TM	
	Opening Remarks – <b>3 mins</b>	Susan Doe TM	
	<b>Chairman 1:</b> welcome, introduce assistants, housekeeping – <b>5 mins</b>		
7.08	<b>Speeches – 3-5 mins</b>	<b>All Evaluations – 1 min</b>	<b>VOCAL VARIETY</b>
	<b>Master of Ceremonies</b>		
1			
2			
3			
4			
5			
7.48	<b>Master of Ceremonies</b>		
6			
7			
8			
9			
10			
8.30	<b>BREAK 15 mins</b>		
8.45	<b>Assistant Coordinator</b> – calls meeting to order - hands back to Course Coordinator	John Doe TM	
	<b>Chairman 2:</b>		
	Humour Spot/Inspiration (speakers' choice) – <b>2 mins</b>		
	<b>Educational Presentation:</b> How to Say It – <b>10 mins</b>	Peter Car TM	
9.00	Table Topics Session (1 min for each response) – <b>10 mins</b>		
	Table Topics evaluations – Odds – <b>3 mins</b>		
	Table Topics evaluations – Evens – <b>3 mins</b>		
9.16	Grammarians' Report – <b>2 mins</b>		
	Timer's Report - <b>2 mins</b>	Carl Davis TM	
	General Evaluator's Report – <b>5 mins</b>	Susan Doe TM	
9.26	Mentor session - <b>15 mins</b>	All	
9.41	Summary/question time/next week's agenda	Susan Doe TM	
10.00	<b>CLOSE approx.</b>		



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**John Doe**  
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Club Name		
6 Week Coursework		
Speechcraft Course: Week Six		
10 <sup>th</sup> March 2016		
When	What	Who
	<b>Meeting Facilitator (Chairman)</b> Timer	Susan Doe TM Carl Davies TM
7.00	<b>Assistant Coordinator</b> – calls meeting to order Introduces Course Coordinator	John Doe TM
	Opening Remarks – <b>3 mins</b>	Susan Doe TM
	<b>Chairman:</b> welcome, introduce assistants, housekeeping – <b>5 mins</b>	
7.08	<b>Speeches – 3-5 mins</b>	<b>HOW TO SAY IT</b>
	<b>All Evaluations – 1 min</b>	
	<b>Master of Ceremonies</b>	
1		
2		
3		
4		
5		
7.48	<b>Master of Ceremonies</b>	
6		
7		
8		
9		
10		
8.30	<b>Graduation Ceremony</b>	Sue Doe TM + Special guest (e.g. Club Growth Director)
	Speechcrafters to give 30 second acceptance speech	All
	Vote of Thanks on behalf of all Speechcrafters	
	Party time for all Toastmasters and Speechcrafters plus invited friends and guests	
	Eat drink and be merry (and have the Membership Application Forms ready)	
10.00	<b>CLOSE approx.</b>	