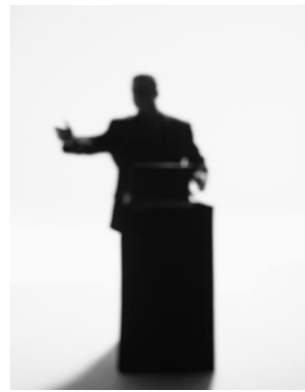




## **Kowloon-Singapore Toastmasters Club (KSTMC)**

<http://Public-Speaking-Singapore.com>  
<http://Blog.Public-Speaking-Singapore.com>

***"Helping You To Overcome Your Fear of Public Speaking  
and Speak With Confidence!"***



### ***How To Overcome Your Fear of Public Speaking?***

- Do you want to learn to be a better speaker?
- Do you want to learn how to make presentations?
- Do you want to learn to speak before an audience?

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***KSTMC Introduction Kit***

## The Importance of Public Speaking

Are you afraid to stand and speak your mind?

You are not alone! Public speaking is the greatest fear a person may have.

On the other hand, to **speak well in public is an asset.**

If you speak well, you will have a better chance of **climbing up the corporate ladder.**

The rationale behind is simple.

If you speak well, you will be able to **communicate more effectively at work** with your boss, your associates, your subordinates and even your customers.

In our everyday life, good communication skills help get our messages across effectively.

Even talking to your children, giving lectures to a group, or delivering your business presentations, competent speakers capture the attention of their audience and convey their point of views effectively.

If you are able to speak well, your **communications at home with your family members will be more fun and productive.**

## How To Overcome Your Fear of Public Speaking?

Speaking with confidence is really useful. However, not everyone can do it.

You may have read books on how to conquer the fear of public speaking.

You may have attended courses or workshops on how to improve your communication skills.

However, you **lack a platform for practice.**

**Practice is the key to helping you improve in public speaking.**

"I have been a member of Kowloon-Singapore Toastmasters Club for several years. I have learnt to overcome the fear of public speaking. I am no longer so fearful speaking in front of an audience. Kowloon-Singapore Toastmasters Club is one of the friendliest clubs in Singapore. The members are very helpful!"

- *Yetti Chiu*

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## Visit Kowloon-Singapore Toastmasters Club!

[Kowloon-Singapore Toastmasters Club](#) holds regular chapter meetings where members gather to improve their public speaking and communication skills.

**Kowloon-Singapore Toastmasters Club** is one of the **warmest toastmasters clubs** in Singapore.

"I was so impressed that I joined the club immediately. Since then I never looked back ..."

- *Raymond Yuen*



"As a non-native speaker of English, I felt right at home, when I practised my speaking skills at the Club. The members are helpful and supportive. When I made mistakes, no one laughed! Instead, they encouraged me, they guided me, they accepted me. I've become a more confident speaker!"

- *K.F. Kan*

### Guests are welcome to visit us!

It's free of charge and there is no obligation that you have to join our club. Just come, relax and see what toastmasters are all about!

#### **Kowloon-Singapore Toastmasters Club**

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## Frequently Asked Questions about Toastmasters

### What is Toastmasters?

Toastmasters is an international, non-profit making organization formed to help people improve their communication and leadership skills.

### Why do people join Toastmasters?

The most common reason given for joining Toastmasters is to conquer shyness, stage fright or fear of public speaking.

### How much is the cost to join Toastmasters?

Very affordable - the cost for joining a Toastmasters club for 1 year is less than a 1-hour spa treatment in Singapore.

### What kind of training do I receive in Toastmasters?

Toastmasters progress at their own pace through a professionally prepared program with a lot of hands-on experience. Educational manuals are designed to offer a step-by-step approach to speech organization and presentation.

### How does Toastmasters help in my career advancement?

Research shows that people who can express themselves effectively advance further and faster in their career than those who have difficulty speaking. Toastmasters provides the tools you can use to improve your performance in a variety of situations.

### What does Toastmasters membership offer?

- \* Unlimited opportunities for personal growth and career advancement based on improved abilities and broadened experience.
- \* Experience in leadership development through specific trainings and involvement in club administration and management.
- \* Build-up of self confidence and self esteem through ability to conquer the fear of public speaking.
- \* Opportunity to develop a better understanding of human relations.
- \* Automatic subscription to "Toastmasters", the monthly magazine with wealth of knowledge about public speaking, to be sent to each paying member free of charge.

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## **What activities are included in a Toastmasters meeting?**

A typical Toastmasters meeting includes the following segments:

- Prepared speeches: Speakers will present their prepared speeches in accordance with the educational manuals designed by Toastmasters International. Usually time allowed for the speeches are of 5 to 7 minutes.
- Evaluation: Feedback will be given on the prepared speeches presented by the speakers to highlight to them their strengths and areas for improvement.
- Table Topics: This is the time to practise impromptu speaking, i.e. thinking on your feet without preparation.
- Ah Counter's Report: Toastmasters is not just about speaking. It is also about listening. An "Ah Counter" is appointed at every meeting to pick up pause fillers such as "um", "er", "you know", etc. uttered by the participants during the meeting.
- Language Evaluation: The "Language Evaluator" or "Grammarian" listens carefully and highlights to the audience the strengths and areas for improvement of the language used by the speech presenters.

## **What speech projects are there for me to work on?**

In the Basic Competent Communication Manual, there are ten speech projects:

### **Project 1 – The Ice Breaker** (4 – 6 minutes)

- To begin speaking before an audience.
- To discover speaking skills you already have and skills that need some attention.

### **Project 2 – Organize Your Speech** (5 – 7 minutes)

- Select an appropriate outline which allows listeners to easily follow and understand your speech.
- Make your message clear, with supporting material directly contributing to that message.
- Use appropriate transitions when moving from one idea to another.
- Create a strong opening and conclusion.

### **Project 3 – Get To The Point** (5 – 7 minutes)

- Select a speech topic and determine its general and specific purposes.
- Organize a speech in a manner that best achieves those purposes.
- Ensure the beginning, body and conclusion reinforce the purposes.
- Project sincerely and conviction and control any nervousness you may feel.
- Strive not to use notes.

### **Project 4 - How To Say It** (5 – 7 minutes)

- Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words.
- Eliminate jargon and unnecessary words. Use correct grammar

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**Project 5 - Your Body Speaks** (5 – 7 minutes)

- Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- Make your body language smooth and natural.

**Project 6 – Vocal Variety** (5 – 7 minutes)

- Use voice volume, pitch, rate, and quality to reflect and add meaning and interest to your message.
- Use pauses to enhance your message.
- Use vocal variety smoothly and naturally.

**Project 7 - Research Your Topic** (5 – 7 minutes)

- Collect information about your topic from numerous sources.
- Carefully support your points and opinions with specific facts, examples, and illustrations gathered through research.

**Project 8 - Get Comfortable With Visual Aids** (5 – 7 minutes)

- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence.

**Project 9 – Persuade With Power** (5 – 7 minutes)

- Persuade listener to adopt your viewpoint or ideas or take some action.
- Appeal to the audience's interest.
- Use logic and emotional to support your position.
- Avoid using notes.

**Project 10 – Inspire Your Audience** (8 – 10 minutes)

- To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.
- Avoid using notes.

**"If you wish to grow and achieve...to feel confident in public communication or leadership roles...to interact with other individuals who have the same objectives - Toastmasters is your answer."... Fran Watson**

(Fran Watson is a Career Counsellor and a Toastmaster. )

## Benefits of Membership

As a member of the [Kowloon-Singapore Toastmasters Club](#) (KSTMC), you are automatically a member of the [Toastmasters International](#) (TI).

As a new member, you will receive **a new member kit from TI**.

The kit contains many useful items, including five **well-written manuals** on topics, like speech evaluation, voice skills and control, working with words, how to be persuasive and the like.

The five manuals are:

1. Competent Communication Manual
2. Competent Leadership Manual
3. Your Speaking Voice
4. Gestures: Your Body Speaks
5. Effective Speech Evaluation

As a member, you **receive the monthly [TOASTMASTER magazine](#)** from TI, the leading magazine on public speaking.

There are **no special pre-requisites for joining**. You **only need to pay a nominal annual fee** to receive the benefits.

**Membership privileges will enable you to visit other Toastmasters Clubs, even when you are abroad.**

Through **educational workshops, prepared speeches and impromptu speeches**, our members can **learn from the feedback** given by more experienced speakers for self-improvement and development of confidence.

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## Tips for Public Speaking

# 10 Tips For Successful Public Speaking from Toastmasters International

**Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But, too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:**

1. **Know your material.** Pick a topic you are interested in. Know more about it than you include in your speech. Use humor, personal stories and conversational language – that way you won't easily forget what to say.
2. **Practise. Practise. Practise!** Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.
3. **Know the audience.** Greet some of the audience members as they arrive. It's easier to speak to a group of friends than to strangers.
4. **Know the room.** Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
5. **Relax.** Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. ("One one-thousand, two one-thousand, three one-thousand. Pause. Begin.") Transform nervous energy into enthusiasm.
6. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping – it will boost your confidence.
7. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They're rooting for you.
8. **Don't apologize** for any nervousness or problem – the audience probably never noticed it.
9. **Concentrate on the message – not the medium.** Focus your attention away from your own anxieties and concentrate on your message and your audience.
10. **Gain experience.** Mainly, your speech should represent *you* — as an authority and as a person. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment.



# Bring a friend or a colleague to visit our Kowloon-Singapore Toastmasters Club!

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"I was invited by a friend of mine to a demo meeting way back in 2000. I joined Toastmasters from then on and it changed my life forever! ... Toastmasters has taught me to be not only a more effective communicator, but also a better leader..."  
- *Edward Ma*

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"... Being a Toastmaster is a life-changing experience; it not only broadens your opportunities but gives purpose to your life. ...Deep down in everyone lies a talent which can only be discovered when we stretch out into the dark. I encourage everyone to discover their passion and live their destiny by joining the Toastmasters Club..."

- *Kamalam Ganesan*

**Send this KSTMC Introduction Kit to as Many Friends  
as You Like! 😊**

[http://Public-Speaking-Singapore.com/KSTMC/KSTMC\\_Introduction\\_Kit.pdf](http://Public-Speaking-Singapore.com/KSTMC/KSTMC_Introduction_Kit.pdf)

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