

Dear Member,

Thank you for signing up for the Level 2 Public Speaking Course. This message contains the course timetable and other useful information.

The aim of this programme is to further develop your public speaking skills. As always, throughout all the sessions, you are always in control. It is very normal to feel anxious especially on the day before a session. **When you feel anxious, always remind yourself that there is no pressure to participate.**

If you do attend the entire programme, you will gain a lot of confidence and we cannot put a value to that. Think of the next time you may be asked to do a presentation at work in front of your team leaders and the staff who work for you. It does feel scary. What if after a few weeks' time, you don't feel this way?

As set in the brochure, we want you to achieve the objectives outlined for this programme by the end of the 5 weeks. We won't expect you to gain these skills out of thin air. Throughout the course, you will be doing specially designed activities to reinforce the skills you will be learning so it becomes second nature to you.

Okay, I think we have time for a quick inspirational story! There are four members in our groups in London and Norwich who are now conducting public speaking sessions of their own. There is a high demand for their sessions. Did you know that most of them started as beginners and they did not even say a word during their first session? They were terrified of public speaking like most of us when we first started. We know that some of them took the tube to come to their first session, but turned back and went home a few times before they actually made it! Again, this is very normal. We recently asked some of them, how they are doing now and they are saying that they are actually enjoying the experience of being the focus of attention of others! It did not take very long for them to come to this stage. We know for a fact that if this is YOUR goal, you WILL achieve it.

Course Timetable

Please note that the objectives for a given week include the objectives from the previous week. For example, if the previous week's focus was on eye contact, you need to maintain good eye contact during all subsequent activities.

Week	Session Outline
One	BEGINNER's activities to help you get comfortable. Activities to work on hand gestures
Two	Voice Projection and Eye contact
Three	Use the stage effectively Pauses to create emphasis
Four	Emotions within a speech Facial expressions and general body language
Five	7-minute speech, feedback and Certificates for those who meet the attendance criteria

Please remember to bring a speech prepared to your first session. We recommend that you make this speech 7 minutes long. This will be your “baseline speech” so we have something to work on. Remember, we won't expect you to be able to give this speech on your first day. Think about the structure of the speech and three important points you want to get across. Would the audience be able to work out what those three points are?

Please note that we can allocate you a mentor. Please write to us regarding this: simply say “I want a mentor” in your email! Your mentor will be a trainer from our Norwich group. They once used to be in the same position as you! They will communicate with you via email and phone if necessary to ensure you are enjoying the experience and making progress.

Ongoing Course Feedback

For the duration of this course, you may sign in to the following email account and send us feedback whenever you feel you have something to say that could improve the course or make you feel more comfortable. We have created a separate email account so you can send us anonymous feedback. All feedback should be emailed to info@risetutors.co.uk with the subject heading "London Course Feedback" via the following email account - you do not have to put your name down. (Alternatively, you can also email us directly with your own email).

Click this link first:

https://login.live.com/login.srf?wa=wsignin1.0&rpsnv=12&ct=1468339399&rver=6.4.6456.0&wp=MBI_SSL_SHARED&wreply=https:%2F%2Fmail.live.com%2Fdefault.aspx&lc=2057&id=64855&mkt=en-gb&cbcxt=mai

Then enter the following details:

Email: risefeedback@outlook.com

Password: July2016

(Note that J is capital in the password)

Outstanding Payments

Thank you for paying the deposit of £50. The remainder of the course fee is payable by the 7th of September. Please note that we cannot accept cash during the sessions and our trainers do not deal with course fees.

Please transfer the remainder of the course fee to the following bank account:

Account name: Rise
Sort Code: 40 35 09
Account number: 74175565
Bank: HSBC
Reference: Your Name

As stated on page 6 of the brochure, the outstanding balance depends on when you signed up. For example, those who signed up before the 17th will be paying £40 more and those who signed up after the 28th will be paying £80 more. If you are not sure how much you need to pay, please get in touch with us so we can let you know. Please note that once you have made the payment, you do not need to notify us. If we haven't received it, we will write to you shortly after the 7th.

Unfortunately, we cannot offer discounts for sessions you won't be able to attend simply because we can't fill that space with someone completely new.

Certificates

Please try to attend all of the session. Those who have attended four out of five sessions will receive a certificate on the final week.

Progression

Once this course is over, we will have a Drama for Beginners Course coming up. This course will aim to make you more confident as an individual and push you even further beyond your comfort zone in a stepwise fashion. The focus is not to make you an actor or actress unless you want to be one! This course will be conducted by an ex-television actress who has appeared on a number of major TV shows on Channel 4.

Please write to us with any questions.

We hope you enjoy the course and look forward to hearing your feedback.

Best wishes from Rise