

# Public Speaking Workshop Series Announcement

Dear Participants,

We are excited to announce the upcoming series of Public Speaking Workshops designed to enhance your skills and confidence in public speaking. Here are the details:

## Workshop Schedule:

- **Workshop 1:** Introduction to Public Speaking
  - Date: January 15, 2024
  - Time: 10:00 AM - 12:00 PM
  - Location: Room A, Community Center
- **Workshop 2:** Structuring Your Speech
  - Date: January 22, 2024
  - Time: 10:00 AM - 12:00 PM
  - Location: Room A, Community Center
- **Workshop 3:** Engaging Your Audience
  - Date: January 29, 2024
  - Time: 10:00 AM - 12:00 PM
  - Location: Room A, Community Center
- **Workshop 4:** Overcoming Anxiety
  - Date: February 5, 2024
  - Time: 10:00 AM - 12:00 PM
  - Location: Room A, Community Center

Please RSVP by January 10, 2024, to secure your spot.

We look forward to seeing you there!

Sincerely,  
The Workshop Organizing Team