



# HANDBOOK

## *Student Handbook*

The Speech Studio Inc.  
6920 Roper Road NW  
Edmonton, AB T6B 3H9  
Phone/Fax: 780-469-2446  
speechstudio@interbaun.com  
www.TheSpeechStudio.com



## Welcome to The Speech Studio

---

This *Student Handbook* contains important information that will help you gain the most from your studies at *The Speech Studio*. Please read this *Student Handbook* carefully, and keep it as a valuable reference.

### The Speech Studio Contact Information

Phone & Fax: 780-469-2446  
E-mail: speechstudio@interbaun.com  
Cell phone *for emergencies only*: 780-940-7156

### Contents of Student Handbook 2009 — 2010

Studio Policies .....	2
Studio Decorum .....	6
Homework .....	7
Curriculum .....	8
Performance Opportunities .....	10
Examinations .....	12
Open House & Award Presentations .....	12
Library .....	13
Newsletter .....	14
Bulletin Board .....	14
Parent Watching Month .....	15
Parking & Bus Service .....	15
Website .....	16
Group Lessons .....	16
Teachers .....	17
Schedules .....	22
Mondays .....	24
Tuesdays .....	25
Wednesdays .....	26
Thursdays .....	27
Fridays .....	28
Saturdays .....	29



## Studio Policies

---

### Registration

Registration is for the full Studio year (September — June). Spring break and holidays follow the Edmonton Public School Board's schedule.

### Withdrawal

Any withdrawals from *The Speech Studio* will require **one month's notification**. The registration deposit is non-refundable. One month's fee will be charged if lessons are discontinued before **April 1**. No refund will be made after **April 1**.

### Missed Lessons

*The Speech Studio* will reschedule lessons missed for ILLNESS or FAMILY EMERGENCIES **ONLY**. We appreciate 24-hours' notification for such cancellations.

We at *The Speech Studio* value your health, especially as it relates to the voice. We request that ill students who have remained home from school ensure that they have recovered sufficiently to participate fully in lessons. We will gladly reschedule the lesson, since this protects our health and the health of your fellow students.

**Please avoid cancelling lessons on short notice. *The Speech Studio* will not be responsible for making up any lessons that are cancelled with less than two hours' notification. Lessons missed without prior notification will *not* be rescheduled.**

*The Speech Studio* may cancel lessons due to extreme weather conditions that affect the drive across the city. We ask that you monitor road conditions during the winter. If *The Speech Studio* cancels a lesson, it will be rescheduled at a time that is mutually convenient.

## Studio Policies, continued

---

### Missed Lessons, continued

Please note that the teachers' schedules are very tight. Therefore, *The Speech Studio* will consider when the missed lesson will best serve the student's needs (e.g., prior to a speech exam or festival). Thus, rescheduled lessons may be postponed until later in the Studio year. *The Speech Studio* may assign a substitute teacher for any rescheduled lessons.

*The Speech Studio* will not be able to guarantee make-up lessons for students who have cancelled **more than three times** during the year. Make-up lessons after three absences are subject to review by the Director.

Teachers are not required to provide make-up lessons for any lessons missed due to **school exams, family trips, and holidays**. *The Speech Studio* will not be responsible for making up lessons missed, *for any reason*, during the final two weeks of the Studio year.

*The Speech Studio* will reschedule any lessons missed due to the teacher's absence (e.g., illness or emergency). These lessons will be made up at a time that is mutually convenient.

***The Speech Studio* will not adjust fees for time lost or lessons missed due to lateness, social inconvenience, inadequate practice, or extended holidays.**

### Additional Classes

Lessons requested in addition to the 30-lesson Studio year, if they can be accommodated, will be charged at the Studio's current hourly rate.

### Messages

Lessons at *The Speech Studio* are scheduled late into the evening. For this reason, we may not be able to return phone calls until the following day. We check messages regularly, and we will return calls in a timely manner.

Part-time teachers will provide alternate phone numbers and/or email addresses so that parents can contact them directly with important messages or to discuss students' needs.

### Sitting In on Lessons

When parents sit in on lessons, the students often feel a split focus and additional tension. This tension prevents them from relaxing the voice, and being creative and free. With the parents present, the students feel the additional pressure of adults evaluating their responses and work. The students then feel that they must *perform*, rather than simply experiencing the rehearsal process.

In order for students to gain the most from their lessons, they need to feel comfortable with the teacher, and to focus on the work without any potential distractions. Therefore, *The Speech Studio* recommends that parents remain in the waiting room during lessons.

**Parent Watching Month** provides parents with an opportunity to sit in on regular private lessons. Please see page 15 of this *Handbook* for more information.

### Teaching Studios

There are three teaching studios. We provide an orientation to all spaces at the beginning of the year. Students will be most familiar with their primary lesson space. Due to the demand for the large studio, students will be moved to different rehearsal rooms to accommodate the curriculum and all teachers.

### Studio Access

The front door to the Studio (downstairs) remains locked until five (5) minutes prior to the first scheduled lesson of the day. We notify any students who are affected, and we ask parents to ensure that the student is not dropped off too early.

Students who are taking lessons at the end of the teaching day must be picked up promptly. Teachers have other scheduled commitments, and cannot stay with students after the lesson.

### Recommendation Letters

A student may request a recommendation letter from *The Speech Studio*. Since our teaching schedules are full, and we need time to write an effective letter for the individual student, we require a minimum of **two weeks' notification** to accommodate any requests. The student must provide specific information and details when requesting the letter.

Teachers are extremely busy in the weeks leading up to recitals and exams, and thus may *not* be able to accommodate requests for letters during these times.

Due to the heavy teaching demands leading up to festival, teachers **will not** write recommendation letters in April. If you know that you will need a letter for an April deadline, please make your request as early as possible.

### Release Forms

*The Speech Studio* requires all students to indicate permission for name and/or photo to be placed on the Studio website. Release forms are given to new students at their first lesson, and are due by the end of September. Returning students have already completed a release form, and do not need to complete another form unless there is a change.



## Studio Decorum

---

Outdoor footwear must be removed in the foyer downstairs. Indoor footwear or socks may be worn inside the Studio.

**Footwear, especially during the winter, should be placed on the plastic mats. Please do not place footwear in front of the stairs.**

Snacks are acceptable, if eaten on the floor or in the hallway, as long as students clean up after themselves. Food and drinks are not allowed around the couches in the library and waiting areas.

**No chewing gum is allowed in *The Speech Studio*.** Please dispose of gum in wastebaskets prior to entering the Studio.

Although water is provided at *The Speech Studio*, we encourage students to bring their own water bottles, since our aim is to promote good vocal hygiene. Remember to label your water bottle with your name. We recycle any bottles left behind.

**Please remember to close the main door at the top of the staircase GENTLY.** Noise filters into the teaching areas, and disrupts the lessons in progress. We expect students to avoid running or talking loudly in the front lobby, hallways, and waiting areas, and to avoid running up the front staircase. We also want to be good neighbours to the business on the first level of this building.

Pens, pencils, markers, and highlighters must be kept off the couches, since they can leave stains. There is a desk in the library for students to use.

We take pride in the cleanliness of *The Speech Studio*. To keep the Studio sparkling clean, we expect students to dispose of any empty cups, and to use the wastebaskets provided.



## Homework

---

**Practice** is the single most important factor in speech training.

Students are expected to put in a **minimum of fifteen (15) minutes per day** to complete assignments properly. This homework time *increases* with age and experience, and varies during the time leading up to public performances and examinations.

Students are required to complete all homework assignments during the week. Assignments will be listed in the assignment booklet provided for the student's binder.

Please feel free to contact your teacher if you have any questions about homework assignments.

### What to Bring to Lessons

We expect all students to bring to each lesson the following:

- Loose-leaf binder, minimum size 1", partially filled with lined loose-leaf paper
- Assignment book (kept in binder)
- Lesson schedule (kept in binder)
- Pencil or pen
- Water bottle
- Comfortable clothes for ease of movement
- A positive attitude, along with enthusiasm and energy

We encourage younger students to bring digital voice recorders to class so that we can record their lessons and assignments.

We ask students to keep their lesson schedule in their binders. The *Student Handbook* is available as a pdf file on our website, under *Programs*. We suggest that you print any or all pages of the *Handbook*, especially your individual lesson schedule, for use at home.



## Curriculum

---

*“Eloquence,” replied the ancient orator, “is action, still action, and ever action.” Action! what does that signify? Did he mean gesture? voice? attitude? bearing? delivery? movement of ideas? the vivacity of the image? . . . Yes, all this at once.* — Joseph Roux

Training involves physical, intellectual, emotional, and artistic elements. The body houses the voice, which, in turn, responds to changes in thought and emotion, and comprises our *physical presence*. The mind and the emotions work in unison, enriching our experiences with literature and language. The use of drama enhances animation and fuels expressive energy. The voice responds to these elements, which enhance the communicator’s ability to speak effectively.

- **Classical to contemporary literature** is used as the medium through which the student explores the imagination and expression. Exposure to a wide range of literary works increases the student’s understanding of the history of literature, and its contribution to society and the arts.
- Instruction in **drama** develops the student’s ability to create or recreate a character, to take and maintain a role, and to express mood and dramatic situation. Drama work includes creative drama activities, solo scenes, monologues and duologues, and readers’ theatre.
- **Poetry and prose** are used to help the student study heightened language and storytelling. Students acquire the oral interpretive skills necessary to perform and speak these forms with understanding and artistry. Embedded in these studies is instruction in both reading comprehension and developing the ability to lift meaning from the printed text.

## Curriculum, continued

---

- The student explores physical expression through the silent art form of **mime**. Students learn to use their faces and bodies creatively in order to communicate feeling, thought, character, and story. The study of body language, including gestures, is an important component of physical expression.
- Through classroom exercises, the student develops the necessary **voice production skills**, including breathing, articulation, and projection. Students also develop an awareness of the vocal health and hygiene necessary to maintain a healthy vocal instrument.
- **Improvisation** and **impromptu speaking** enhance the student’s ability to think creatively and spontaneously.
- **Public speaking and effective communication** exercises help the student gain confidence in speaking directly and successfully to an audience. Through exposure to a variety of speaking situations and experiences, students develop the ability to speak confidently, whether from an originally researched and prepared outline, or in the informal impromptu style.
- The student practices **sight reading** to learn the skills necessary to read any text with accuracy, expression, and meaning.
- **Theory study** supplements practical training, and is offered to students with two or more years of practical training who are at the Grade 6 Speech Arts level or higher. Students study voice production, techniques of effective speaking, history of literature, and oral interpretation. Written exams are available to students who are taking practical exams at these higher levels. Theory requirements are discussed with interested students. Information on the fee schedule and deadline for examinations is outlined in our newsletters. Additional review class(es) and a mock theory exam are offered to participating students to help them prepare for exams.



## Performance Opportunities

---

*The Speech Studio* is committed to providing a variety of performance opportunities for all students.

### SpeechFest

Due to the resounding success of our first annual *SpeechFest*, a celebration of Speech Arts and the spoken word, *The Speech Studio* will continue to offer this exciting performance opportunity.

*SpeechFest* consists of workshops, demonstrations, presentations, and performances. Students will participate in several activities throughout this day-long event, and will have the opportunity to work with other students from the Studio. This group experience benefits the individual student, and enhances communication and performance skills. Areas of focus for *SpeechFest* include technical skills, creative drama, storytelling, choral speech, and mime.

Rehearsals for *SpeechFest* will be scheduled on Friday, February 5, with performances scheduled on **Saturday, February 6**. *SpeechFest* will be held off-campus at the Taylor College and Seminary.

From September to February, individual teachers will group students according to age, ability, and experience, and will hold group rehearsals at convenient times. Participation in *SpeechFest* is **mandatory**, unless special permission is given for absence. Please let your teachers know **as soon as possible** if you have any scheduling conflicts. **Please note that a rehearsal may substitute for a regular private class.** This will be determined by the teacher.

We are seeking parent volunteers to be available for both rehearsals and performances to assist with the logistics of the event. Sign-up sheets will be posted for parent volunteers in early January.

Watch the newsletter for details of our second annual *SpeechFest* celebration!

## Performance Opportunities, continued

---

### Cookie Cabaret Recitals

Cookie Cabaret recitals will be held at the Studio throughout the year. These recitals provide students with solo performance experience in a fun, relaxing, and supportive atmosphere. Participation is optional.

All Cookie Cabaret recitals begin at 7:00 pm in the main studio. Cookie Cabaret recitals are scheduled for the following Saturdays:

- March 20
- April 10
- April 17
- May 29

Sign-up sheets for all Cookie Cabarets are located in the front waiting area. The deadline for signing up for any Cookie Cabaret is **two weeks prior** to the recital. Please notify your teacher as soon as you have signed up.

Cabarets may be cancelled or rescheduled with one week's notice. Performance spaces are limited to 20 presentations, and are offered on a *first-come, first-served* basis. We will schedule one cabaret recital per student per year.

### Festivals

*The Speech Studio* provides opportunities for students to participate in music festivals in Edmonton, Sherwood Park, and St. Albert. Participation is optional. However, we strongly encourage students to take advantage of this wonderful performance opportunity.

The registration deadline for the Edmonton Kiwanis Music Festival is in January, and the Festival is scheduled for the end of April. Watch our newsletters for more information on festival opportunities and fee schedule. For information on the Edmonton festival, visit **[www.edmontonkiwanis.com](http://www.edmontonkiwanis.com)**.



## Examinations

---

*The Speech Studio* provides opportunities for students to take Speech Arts and Effective Communication examinations offered by the Royal Conservatory of Music (Toronto) and Trinity College (London, England).

These exams are invaluable for providing feedback to students about their progress and skill level.

- Theoretical exams take place in December, May, and August.
- Practical exams take place in January, May, June, and August.

Deadlines and fee schedules will be announced in our newsletters. Certificates for completed exam requirements are mailed twice each year.

For more information on these exams, visit these websites:

- Royal Conservatory of Music Exams: [www.rcmexaminations.org](http://www.rcmexaminations.org)
- Trinity College Exams: [www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)



## Open House & Award Presentations

---

*The Speech Studio* recognizes the achievements of a number of speech students at the end of the Studio year.

The *Student of the Year* trophy, recognition medallions, and book awards will be awarded at an Open House, tentatively scheduled for Saturday, June 19. Watch the newsletter for further details.

Students who were recognized in 2008-2009 are listed on the website.



## Library

---

*“Here is where people one frequently finds,  
Lower their voices and raise their minds.”*

— Richard Armour

*The Speech Studio Private Library* contains over 3,000 titles. This is Shirley Konrad’s private collection, and she is pleased to provide access to students of *The Speech Studio*. In this library, students are surrounded by an abundance of good literature, so they have a hands-on opportunity to explore books, increase their speech arts repertoire, and nurture their appreciation for language.

In an effort to maintain inventory, to ensure accessibility of these materials for all students, and to safeguard the condition of books, *The Speech Studio* **does not allow regular lending privileges**. From time to time, certain resources may be assigned to a student for a specific speech activity, such as sight reading, a book report, or research. In this case, a student will be given special approval to take out a book for an assigned period of time. Any student who does not return resources when due will lose library access.

Books removed from the shelves must be returned to their proper shelf location in the library. Please do not leave books scattered about in the library. Books located in other areas of the Studio, such as the waiting room, must also remain in the Studio. Any disappearance of books throughout the year will result in the closure of the library.

Students receive an orientation to the use of the library during the first class. In addition to reading, students may wish to do their homework at the desk provided. We ask students to respect all Studio spaces by keeping food, drink, and markers (pens, pencils, highlighters, and felt markers) away from the couches. **No chewing gum is allowed anywhere in the Studio.**



## Newsletter

---

The Studio newsletter is called *The Town Crier*.

“Oyez! Oyez!” was the cry of the medieval town crier. *Oyez* is Old French for “Hear ye, hear ye.” Town criers were the historical newscasters of the past centuries. They verbally shared important news with the many people who could not read, and then *posted the notice* on the post of the local inn. The town crier had to be educated, be able to read, and have a strong, clear voice. Town criers were even given royal protection, and the phrase “Don’t shoot the messenger” had a sudden significance. Yes, there still are town criers who train to project their voices and share information, and who participate in the annual American Town Criers Championship contest.

Our newsletter, in written form, is designed to bring you the latest in Studio news, including upcoming deadlines, performance opportunities, scheduling changes, reminders, and other information. *The Town Crier* will be distributed throughout the 2009 - 2010 Studio year.

**Please read the newsletter carefully**, since this is our primary communication tool for students and parents. The newsletter helps keep the Studio well organized, and all of us connected.



## Bulletin Board

---

The Studio bulletin board is located at the top of the stairs, just inside the door. Please watch this board for important notices, upcoming workshop opportunities, audition notices, messages, and inspirational quotes.



## Parent Watching Month

---

*The Speech Studio* invites parents to attend regular private classes anytime during the month of March.

Most students are in the midst of preparing for their festival performances, and can use extra support and encouragement at this time. We invite parents to observe our work.

Since parents do not regularly sit in on lessons throughout the year, the Parent Watching Month is a wonderful opportunity to see first-hand what is involved with the student’s speech arts training.

This is an invitation — parents are not required to observe lessons during this month. **Please inform your teacher in advance when parent(s) will be attending.**



## Parking & Bus Service

---

Parking is available in front of the Studio. Please refer to the parking lot map on the main bulletin board for spaces assigned to *The Speech Studio*. We ask that you respect the spaces reserved for other businesses in our complex. Remember that Saturdays are very busy, so parking may be limited.

We invite parents to sit in the waiting room or the library while lessons are in progress.

Edmonton Transit buses operate on Roper Road. Call Bus Link at 780-496-1611 for route information and schedules.



## Website

---

### The Speech Studio Website

We invite you to visit our website at: [www.TheSpeechStudio.com](http://www.TheSpeechStudio.com). Our website contains detailed information about *The Speech Studio*, including:

- *Student Handbook*, including lesson schedules
- Studio goals and objectives
- Program details, including summer programs
- Resources
- Upcoming events and workshops
- Studio successes
- Teachers' biographies

Please pass on the website address to any individuals who may be interested in *The Speech Studio*. We welcome your feedback and ideas for our website.



## Group Lessons

---

Small-group lessons are geared to children who have not yet experienced the benefits of speech arts training. These weekly group lessons will take students through an introduction to voice production and vocal/physical expression. Students gain exposure to poetry, storytelling, mime, readers' theatre, and creative drama. A group presentation for parents will take place during the last class of each session. See page 29 for the Saturday class schedule.

Session I: September 19 — January 23 (14 weeks)

Session II: January 30 — May 29 (14 weeks)

- Level 1 (Ages 7 - 9): Saturdays, 12:30 - 1:30 pm
- Level 2 (Ages 7 - 9): Saturdays, 1:30 - 2:30 pm
- Level 1 (Ages 10 - 12): Saturdays, 2:30 - 3:30 pm



## Teachers

---

### Shirley Konrad, Director • BFA, LMRC, ARTC, ATCL

Shirley Konrad is a graduate of the Bachelor of Fine Arts program (Drama) from the University of Calgary. She holds Associate Teacher's Speech Arts Diplomas from Mount Royal College (Calgary), the Royal Conservatory of Music (Toronto), and Trinity College (London, England). She also holds a Licentiate Diploma as a performer from Mount Royal College.

As Owner and Director of *The Speech Studio*, Shirley has been instrumental in developing the voices of hundreds of students for over 25 years. She has taught at colleges and schools throughout Alberta, instilling confidence, poise, expressive vocal skills, and dynamic presentational ability in all of the individuals with whom she works. In addition to being an actress and director, Shirley conducts effective communication workshops throughout Western Canada.

Her innovative and energetic approach to her vocal work has made Shirley a well respected festival adjudicator across Canada, and has earned her a distinguished position on the College Board of Examiners for the Royal Conservatory of Music (Speech Arts).

Shirley released her book, **A Vocal Invitation to Readers Theatre**, in 2001. This book focuses on developing the child's voice, and is a valuable resource for both teachers and parents. Specific information on this book is listed under *Resources* on our website.

As a result of her hard work, passion, and commitment to the spoken arts, Shirley has established a reputation for producing nationally recognized performers and first-class artists in this field. Shirley believes in nothing less than setting a high standard with all the work that is produced at the Studio.

### Stephanie Bale

Stephanie has been studying Speech Arts and Drama with Shirley Konrad for over 15 years. She completed her Associate Performer's Diploma with the Royal Conservatory of Music (Toronto), and is currently completing her Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto) and Trinity College (London, England). Stephanie has been recognized for her exceptional work by receiving three Silver Medals from the Royal Conservatory of Music and a first place at the provincial level. In addition, she placed first in two distinguished scholarship competitions at the Edmonton Kiwanis Music Festival in 2004 and 2006. Stephanie is currently enrolled at the University of Alberta, and is in her third year of teaching at *The Speech Studio*.

### Tiffany Che

Tiffany has studied Speech Arts and Drama with Shirley Konrad for over eight years. She completed her Associate Performer's Diploma with the Royal Conservatory of Music (Toronto), and is currently completing her Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto). Tiffany has successfully participated in numerous Kiwanis Festivals over the years. She is in her fifth year of Business at the University of Alberta, after completing a co-op internship with an international retailer in Hong Kong for the past year.

### Philip Chiu

Philip studied Speech Arts and Drama with Shirley Konrad for over 10 years. In 2006, Philip completed an Associate Performer's Diploma from the Royal Conservatory of Music (Toronto), and is currently completing an Associate Teacher's Diploma. He has also attained an ARCT Performer's Certificate in Piano. Philip is in his fourth year of teaching at *The Speech Studio*, and in his fifth year of Arts at the University of Alberta.

### Ameer Farooq

Ameer has studied Speech Arts and Drama with Shirley Konrad for over seven years. He has completed his Associate Performer's Diplomas with the Royal Conservatory of Music (Toronto) and Trinity College (London, England), and is currently completing an Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto). Ameer has been recognized for his exceptional work by receiving two Silver Medals from the Royal Conservatory of Music. Competing successfully in both local and provincial music festivals, Ameer received the prestigious Rose Bowl trophy at the Sherwood Park Music Festival in 2006. Ameer is in his third year of General Sciences at the University of Alberta, and is in his second year of teaching at *The Speech Studio*.

### Mustafa Farooq

Mustafa has studied Speech Arts and Drama with Shirley Konrad for over seven years. He recently completed his Associate Performer's Diplomas with the Royal Conservatory of Music (Toronto) and Trinity College (London, England), and is currently completing an Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto). Mustafa has competed in both local and provincial festivals. In addition to placing first in the E.B. McKittrick Memorial Scholarship, Mustafa placed first in the Senior Speech category at the Alberta Provincials in 2008. Mustafa is in his second year of Arts at the University of Alberta.

### Sophie Lee

Sophie has studied Speech Arts and Drama with Shirley Konrad since 1990. She has an Associate Performer's Diploma from Trinity College (London, England), and is currently completing her Associate Performer's Diploma with the Royal Conservatory of Music (Toronto). She has been teaching piano for six years, and is in her second year as Teacher's Assistant for Speech Arts group classes at *The Speech Studio*. Sophie holds a Bachelor of Arts degree, with a major in Linguistics. She is currently in her last year of the Speech Language Pathology Assistant program at Grant MacEwan College.

### Jessica Liu

Jessica has studied Speech Arts and Drama with Shirley Konrad for 10 years. She is currently completing her Associate Teacher's and Performer's Diplomas with the Royal Conservatory of Music (Toronto) and Trinity College (London, England). Jessica has successfully participated in numerous Kiwanis Festivals over the years, winning top awards for her achievements. In addition, Jessica has studied piano for 12 years. She is in her second year at the University of Alberta, and plans to major in Business Economics and Law.

### Maleka Ramji

Maleka has studied Speech Arts with Shirley Konrad since 2000. Maleka has completed her Performer's and Teacher's Diplomas with the Royal Conservatory of Music (Toronto), and a Performer's Certificate with Trinity College (London, England). She received the Best Overall Speech Arts Performer Award at the Sherwood Park Music Festival five times, and was nominated for Provincials in Speech Arts, Voice and Musical Theatre. At the Alberta Provincial Music Festival, Maleka placed first in the Intermediate Speech category (2003) and first in the Senior Speech category (2005). Maleka is a first-year medical student at the University of Alberta, and is in her third year of teaching at *The Speech Studio*.

### Joyanne Rudiak

Joyanne has studied Speech Arts and Drama with Shirley Konrad for over eight years. She recently completed her Associate Performer's Diploma with the Royal Conservatory of Music (Toronto), and is currently completing an Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto). Joyanne has successfully participated in numerous festivals over the years. In addition to winning several scholarships, Joyanne placed second in the Senior Speech category at the Alberta Provincials (2009). Joyanne is in her third year of Arts (Drama Major) at the University of Alberta.

### Janet Stumph

Janet has completed Speech Arts exams with both the Royal Conservatory of Music (Toronto) and Trinity College (London, England). Janet works with students of all ages, and provides speech coaching for instructors at the college level. She also works with small business owners, focusing on skills that include vocal technique, speaking for conferences, and assertiveness training for leadership. Janet holds a certificate from the Institute of Language and Phonology to use the Compton PESL method of accent modification. She has worked on accent improvement with adults from various backgrounds, including Chinese (Cantonese and Mandarin), Arabic, and Czechoslovakian. With enthusiasm and sensitivity, Janet uses the imagination as a vehicle for reaching and developing the student's inner resources. This is Janet's seventh year of teaching at *The Speech Studio*.

### Amanda Yip

Amanda has been studying Speech Arts and Drama with Shirley Konrad for 11 years. She has completed her Associate Performer's Diplomas with the Royal Conservatory of Music (Toronto) and Trinity College (London, England), and is currently completing an Associate Teacher's Diploma with the Royal Conservatory of Music (Toronto). Amanda placed first in the E.B. McKittrick Memorial Scholarship competition at the Edmonton Kiwanis Music Festival in 2007, and has been recognized as the Best Overall Speech Arts Performer at the Sherwood Park Music Festival. Amanda received the Silver Medal from the Royal Conservatory of Music for her Practical Grade Eight Speech Exam. Amanda is currently enrolled in General Sciences at the University of Alberta, and is in her third year of teaching at *The Speech Studio*.

In addition to our regular teachers, *The Speech Studio* occasionally brings in resource people who provide coaching and additional training in specific speech-related areas. Training opportunities are posted in the newsletter.



# Schedules

---

## Main Lesson Schedule

The Studio year consists of 30 private lessons. You will find a calendar of your scheduled lessons on the following pages of this *Handbook*. Find the day of your lesson. **Dates marked with a black square are the scheduled lessons.** The sidebar repeats dates for which no classes are scheduled, as well as important dates to remember. If you arrive at the Studio and the door is locked, please check your schedule.

**Note:** Individual teachers sometimes find it necessary to revise the main lesson schedule. Students and parents will be informed of these changes as they arise.

## SpeechFest Schedule

*SpeechFest*, a celebration of Speech Arts and the spoken word, is scheduled for **Saturday, February 6**, with rehearsals scheduled for **Friday, February 5**.

From September to January, individual teachers will group students according to age, ability, and experience, and will hold group rehearsals at convenient times. Participation in *SpeechFest* is **mandatory**, unless special permission is given for absence. Please let your teachers know **as soon as possible** if you have any scheduling conflicts. **Please note that a rehearsal may substitute for a regular private class.** This will be determined by the teacher.

Students who have their regular class on Friday, February 5 and Saturday, February 6 will be informed of their rescheduled lesson so that they can participate in *SpeechFest*.

See page 10 of this *Handbook* for more information.

## Schedules, continued

---

### Festival Week Schedule

When you review the calendar of your scheduled lessons, you will notice that classes are scheduled during festival week. However, **formal classes will not be held at the Studio during festival week.**

Studio teachers attend the performances at Alberta College, which run all day long. Teachers use this opportunity to:

- Provide students with support and encouragement
- Evaluate student performances, including reaction to and from an audience, handling of stress, and incorporation of techniques learned throughout the year
- Interpret the evaluators' critiques and give feedback to students

Students who are participating in the festival will go to Alberta College at their performance times. Participation in the festival will count as **one scheduled class**.

**Note:** We will reschedule classes for those students who are not entered in the festival at the convenience of both teacher and student.

### Summer Schedule

*The Speech Studio* offers summer programs in July and August. These programs include group workshops and individually tailored private lessons, both practical and theoretical.

Promotional material on these programs will be distributed to all students in the spring. These summer programs are open to both students of *The Speech Studio* and the general public, on a *first-come, first-served* basis.

**MONDAYS**  
**Class Schedule**

No classes  
scheduled on  
these Mondays:

- October 12
- November 16
- December 21 & 28
- February 15
- March 29
- April 5
- May 24

**Important Dates**

*Cookie Cabarets*

- March 20
- April 10
- April 17
- May 29

*SpeechFest*

- February 6

*Parent Watching  
Month*

- March

*Festival Week*

- April 19 - May 4

*Open House*

- June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**TUESDAYS**  
**Class Schedule**

No classes  
scheduled on  
these Tuesdays:

- October 13
- November 17
- December 22 & 29
- February 16
- March 30
- April 27
- May 18

**Important Dates**

*Cookie Cabarets*

- March 20
- April 10
- April 17
- May 29

*SpeechFest*

- February 6

*Parent Watching  
Month*

- March

*Festival Week*

- April 19 - May 4

*Open House*

- June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## WEDNESDAYS Class Schedule

No classes  
scheduled on  
these Wednesdays:  
October 21  
November 11  
December 23 & 30  
February 17  
March 31  
April 28  
May 19

## Important Dates

*Cookie Cabarets*  
• March 20  
• April 10  
• April 17  
• May 29

*SpeechFest*  
• February 6

*Parent Watching  
Month*  
• March

*Festival Week*  
• April 19 - May 4

*Open House*  
• June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## THURSDAYS Class Schedule

No classes  
scheduled on  
these Thursdays:  
October 22  
November 19  
December 24 & 31  
February 25  
April 1 & 29  
May 20

## Important Dates

*Cookie Cabarets*  
• March 20  
• April 10  
• April 17  
• May 29

*SpeechFest*  
• February 6

*Parent Watching  
Month*  
• March

*Festival Week*  
• April 19 - May 4

*Open House*  
• June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**FRIDAYS**  
**Class Schedule**

No classes  
scheduled on  
these Fridays:

- October 9
- November 20
- December 25
- January 1
- February 12 & 26
- April 2
- May 21

**Important Dates**

*Cookie Cabarets*

- March 20
- April 10
- April 17
- May 29

*SpeechFest*

- February 6

*Parent Watching  
Month*

- March

*Festival Week*

- April 19 - May 4

*Open House*

- June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**SATURDAYS**  
**Class Schedule**

No classes  
scheduled on  
these Saturdays:

- October 10
- November 21
- December 26
- January 2
- February 13 & 27
- April 3
- May 22

**Important Dates**

*Cookie Cabarets*

- March 20
- April 10
- April 17
- May 29

*SpeechFest*

- February 6

*Parent Watching  
Month*

- March

*Festival Week*

- April 19 - May 4

*Open House*

- June 19

September • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October • 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November • 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December • 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January • 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March • 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April • 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May • 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June • 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Schedules, continued

Use this page to record any schedule changes for your lessons.



### Vocal Hygiene — How To Take Care of Your Voice

- \* Drink lots of water to keep the voice moist.
- \* Be careful not to **scream** or **cheer**.
- \* Avoid **shouting** across the playground.  
Move closer to talk.
- \* Be careful not to **clench** your  
jaw, or move it from side to side.
- \* Slow down your speech! Use pauses,  
so you can take in lots of air.
- \* Be careful not to clear your throat **roughly**.  
Swallow, drink water, or use a gentle  
little cough to clear the throat.
- \* Remember not to **overuse** your voice  
when you are tired or sick.
- \* Remember to warm up vocally  
before a presentation.
- \* When playing with character voices, avoid  
**pushing** your voice too high or too low.
- \* Avoid **straining** your voice  
when talking in noisy places.
- \* Avoid gargling! Drink water!
- \* Avoid **forcing** your voice when you are singing.
- \* If your throat **hurts** when you talk,  
always let a parent or a teacher know.