



President Slabauch introducing Secretary

PROJECT #1- SPEECH OF INTRODUCTION

YOUR NAME (Introducer): _____

Speaker's Name: _____

When making a speech of introduction you introduce a speaker to a particular audience. Think of various situations where you might introduce a speaker, such as at a conference, at an organizational meeting, in a classroom, or at a community event.

Your speech should welcome the audience, give pertinent background information about the invited speaker, and create an environment of excitement.

In your textbook, ***Guide to Public Speaking***, review Section 8, Special Occasions, and particularly page 456 (Speech of Introduction). We will review the EXAMPLE in class.

AUDIENCE:

Determine the occasions of your introduction: ***SPC 1301 class*** and audience: ***fellow students***.

RESEARCH:

Research the background of the speaker. Find a hobby, sport, academic, career, or other activity / accomplishment that you can mention about the person you are introducing. Develop an overview of his/her accomplishments, credentials, and experiences—especially as they related to the particular audience you are addressing (***SPC 1301 students***). From this information—find a topic for the speaker to talk to the class about for 1-2 minutes.

Preview what the speaker is going to present to the audience. Identify the title and topic of their talk to the audience? Do not give your own speech about this topic—just introduce the general topic the speaker will address.

Your speaker's topic: _____

TIME: Your introduction of the speaker should take no more than 2 minutes.

The Speaker you introduce will give a 1 minute talk about the topic.

TURN THESE ASSIGNMENT PAGES IN WHEN YOU GIVE YOUR SPEECH

USE THE WORKSHEET ON PAGE TWO TO DEVELOP YOUR SPEECH OF INTRODUCTION

PUT YOUR NOTES ON THIS PAGE TO TURN IN WHEN YOU GIVE YOUR SPEECH

Speech of Introduction Format: Three key parts.

Attention getter: “Quote, Statistic, Very Brief Anecdote--something exciting related to the topic or the speaker”

Body: “Our speaker . . .” [you will fill in with information from your research about the speaker]

Identify at least five things that your speaker knows how to do or has experienced. Let your speaker identify one of these to share with the class (the speaker will only have 1 minute). Develop about 10 sentences describing this speaker’s background and experiences. You might include their major, their future plans, their current work experiences, where they went to high school—and special high school experiences, or anything they are willing to share. If they are from another country, you might mention the town and country they have traveled from.

Conclusion: “Please join me in welcoming _____” OR “Please join me in giving a warm welcome to _____”