



ASSIGNMENT #1: - Two-Three MINUTE ELEVATOR SPEECH –Introducing Yourself to Others

- 1) **AUDIENCE & PURPOSE:** Develop an outline for a two-to-three minute elevator speech—introducing “you” to a potential employer or potential networking partner. This is NOT a place where you recap your resume, but rather a place where you get this person’s attention and interest. Use the outline on page 2 of this assignment.
- 2) **SCENE:** After developing your outline, begin to create complete sentences—connecting them together with transitional phrases or words. You can choose your own “scene.” Choose a scene where you will be comfortable talking about yourself. The scene may be an elevator, a Greek or university event, a business gathering, a conference, a dinner, or any place you think you might meet someone that could help you get the “job of your dreams.”
- 3) **AUDIENCE/PURPOSE & PRACTICE:** Create the dialog you would like to occur between you and a potential employer/networking partner (or someone who could help you get “the” job on campus, an internship at your favorite corporation, or a job in another city once you graduate). Anticipate what the other person might say in response to your remarks. Practice your speech with a partner. Then ask a third person to record the speech using one of our Flipcams/ipods. Review and critique your own speech.



Step 1: GATHERING INFO: Students in groups of three will ask each other questions about the other person’s experiences, hobbies, goals for college and write down answers.

Step 2: ORGANIZING INFO: Students will develop their individual outlines. Students can assist each other.

Step 3: PRACTICING SPEECHES: In groups of 5 or 6, students will sit at tables as if at a conference luncheon and introduce themselves to each other.

Step 4: DELIVERING SPEECHES: The same format will be used for delivering your Project #1 speech.

OUTLINE FOR 2-3 MINUTE ELEVATOR SPEECH

INTRODUCTION (Grab the listener’s attention with an intriguing introduction, 1-2 sentences)

BODY (provide three qualities you possess as teasers without much detail)

1.

2.

3.

CONCLUSION (Wrap up and summarize what you have said in one sentence.)

CLOSE (Ask for an appointment. Say, “It was nice to meet you.” Go for it!)