



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

- 1) **AUDIENCE & PURPOSE:** Develop an outline for a two minute elevator speech—introducing “you” to a potential employer or potential networking partner (internship, club membership, on-campus job). This is NOT a place where you recap your resume, but rather a place where you get the other person’s attention and interest. Use the outline on page 2 of this assignment to organize your speech.
- 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, an elevator, 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 two-three will ask each other questions about their experiences, hobbies, goals for college—also tell each other the qualities you think you have developed based on your experiences (honesty, loyalty, dependability—qualities like these). Then, write down the answers you gave to your group so you have them for the outline.

**Step 2: ORGANIZING INFO:** Students will develop their own individual outlines. Students can assist each other in small groups of two or three.

**Step 3: PRACTICING SPEECHES:** Speed Networking

**Step 4: PRACTICING SPEECHES:** Mixer & Networking

**OUTLINE FOR 2 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—you want the person you are talking with to be curious and want to know more about you.)

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!)

**TWITTER:** Post something you learned about “presenting yourself to others” to Twitter using the class hashtag: #spc3txwes OR #spc4txwes---depending on your course section number.