

1: How To Introduce A Speaker: A Sample Introduction | What You Say | Communication Tips

How to Introduce a Guest Speaker. In this Article: Article Summary Sample Speeches Researching the Speaker Writing the Introduction Giving the Speech Community Q&A Introductions can make or break a speech.

Advice for Public Speakers If you do a lot of public speaking, you need a pre-written introduction. A great introduction literally launches your presentation. In fact, your presentation actually begins before you say a word. Remember these points when you prepare your introduction. Write your introduction for the ear, not the eye. Read every word of your introduction aloud. Make sure what you say sounds natural. What have you done, where have you been, and what do you know? Make them smile, feel good. You want the audience to like you. Use self-deprecating humor judiciously. Ensure that your introduction is read properly. My own introduction includes a brief paragraph for the person who makes the introduction that emphasizes the important of a good introduction. I request that the introduction be read, not extemporized. Continuously improve and revise your introduction. Test it before your mastermind group.

Advice for Individuals Who Introduce Speakers Ask the speaker if he or she has a prepared introduction. Read the written introduction of the professional speaker word for word. The worst introductions I have ever received have come from individuals who thought of themselves as accomplished speakers, and who felt it beneath them to just read an introduction. For example, Toastmasters are particularly guilty of this. But I have gotten some dreadful introductions from Toastmasters who tried to ad-lib my introduction, or tried to memorize it. An introduction is NOT a place to show off your own virtuosity. If you know the speaker really well, and feel that it will help if you tell something complimentary, go ahead and do itâ€”briefly. And even then be careful. Ask yourself, Will what I say really help the speaker be a success? A Sample Introduction And now for a few words about our speaker. Griessman has written and co-authored a number of titles, in addition to his one-person play on Abraham Lincoln. He has won the Benjamin Franklin Award. Griessman was a boy, his goal was to play ball in the major leagues. He says just one thing kept him from becoming a big-league pitcherâ€”heâ€”Gene Griessman â€”Gene Griessman is an award-winning professional speaker, actor, and consultant. He has spoken at conventions all over the world. To learn more about his presentations, contact us at or abe mindspring. To learn more about his presentations, call Get Free Email Updates! Sign up now and receive an email once I publish new content. I will never give away, trade or sell your email address. You can unsubscribe at any time.

2: Keynote Speaker - How to Introduce Them Without Embarrassing Yourself

Introduce a guest speaker speech sample This page contains a sample introduction speech template for introducing a guest speaker or key note speaker for an event, banquet, conference, lecture and more.

If you wish you can join the speaker at the head table to give you an opportunity to get to know them a little better. Never try to give a speech of introduction strictly from memory, always make notes. Remind the audience why the topic is important to them 2. Get the presentation off on a high note by establishing an up-beat tone 4. Make the speaker feel especially welcome All of this can be accomplished in no more than a couple of minutes. Most introducers think their job is either to entertain the audience by being funny, or to make a speech of their own. Nothing could be further from the truth. Here is an example of an appropriate and effective speech of introduction: Our speaker, although having spent almost his entire career advising people on their finances in places like New York, Los Angeles and Toronto, grew up about thirty miles from where we are right now. Ladies and gentlemen, please join me in welcoming home, Steve Robbins! Stick to meeting the four objectives of a speech of introduction; avoid the temptation to make your own speech, either on the topic or anything else 2. Never try to introduce a speaker from memory; have good notes 3. Never tell a joke. There are no circumstances that justify telling a joke during a speech of introduction 4. Keep the introduction as short as possible 5. Be up-beat and enthusiastic 6. Look at the audience, not at the speaker, during the introduction; turn toward the speaker only at the very end of the introduction 8. Start the applause 9. Wait at the lectern and greet the speaker with a hearty handshake Go sit down Remember, when introducing or thanking a speaker, you are not the star.

3: Introduction Speech: a 'how to', with an example speech

I'd like to introduce a man with a lot of charm, talent, and wit. Unfortunately, he couldn't be here tonight, so instead -- Melvin Helitzer One of the most frequent requests I get is for tips on how to introduce a guest speaker.

The job of an introduction speech is to: Your task is to focus and unite the audience, to prepare them for what is to come. Do make sure you can say their name properly and easily! And do check that your guest is happy with what you are preparing to say about them. How to organize your material Build excitement or interest by piling one piece of information after another. Make the name of the speech presentation and the speaker, the climax and end of your speech. The audience are primarily women drawn together through an interest in leadership roles. Her passionate dedication to promoting public speaking as an important component of empowerment is inspiring. We estimate that she has personally mentored at least new speakers and has set an extraordinary "yes, you can" example for many more. We see her as capable, confident and fluent - never at a loss for words. Yes, she was temporarily paralyzed, struck dumb by the mere thought of standing in front of an audience to speak. How she got from awkward tongue tied silence to an eloquent front line spokesperson is the story she will share with us tonight. Ladies, I give you Rose Stephenson on speaking to lead. Use it as a template! Try saying it out loud to get the flow of it. If you like it, use it as a model for the introduction speech you need to write. Have you avoided cliché? Check the length of your speech Pertinent and pithy - short and sweet is what you want. One to two minutes should be enough. Test it out loud with a timer and trim if necessary. Always check your facts Beware the horror of getting your facts muddled and, if you wish to mention something that may be sensitive, ask permission before you announce it in front of an audience. Remember you are not the star of the show! Rehearse Practice out loud until you are confidently fluent and able to convey the pleasure or enthusiasm the audience needs to get them in the right frame of mind.

4: Sample Introductory Speeches that Honor your Distinguished Speaker.

Good evening brethren! This day will be noted as to be one of those rare and wonderful moments because of our invited guest. His name echoes the essence of service, dedication and faithfulness to the work of God.

She continues to be a dynamic speaker and prolific writer on such topics as private law library management, presentations and training. Always open to new ideas, Marie can be reached at: Everyone is expected to be proficient but most are not. Are you comfortable when asked to introduce a speaker? It is more likely you are nervous and a bit uneasy about what is expected. Does it feel like an opportunity? Why not just let the speaker get up and start speaking? Sometimes that idea has crossed my mind in the middle of a long, dull, and droning introduction covering every achievement in the life of the speaker and frankly, it might be an improvement. Why are so many introductions such a drag? Bad introductions are so common that introducers mistake them for the norm and most people are ignorant of the purpose and organization of introductions. Members of the audience arrive individually and need to coalesce as a group. The audience may have just come from listening to another speaker on a totally different topic and are still mulling over the ideas. They may be in the middle of an interesting conversation with a friend. They may be thinking about modifying their own speech scheduled for later in the day. A secondary purpose is to motivate the audience to listen. Maybe they came to be seen, take a brief nap or escape something else. You can motivate by giving a preview of the speech from the perspective of the audience. Introductions fuse three elements: The order of the elements is not important, either can come first or last. The important thing to remember is that the focus is not solely on the speaker, it is on bringing together the three elements so they open a window. What do you need to do to craft a good introduction? The answer is prepare, practice and be enthusiastic. These need not take long once you understand what you are doing and why. Get speaker information from the speaker. Get audience background from members of the audience and subject information from the Program Chair, the related current awareness media or your own pipeline. When you ask for information, ask what the speaker would like you to emphasize or what the speaker thinks is relevant. Some seasoned speakers prefer to write out their own introduction. They have experienced too many bum intros. If a speaker provides a lengthy vitae, do not feel obligated to use it all. Shift through and pick out the things that connect the speaker with the subject and audience. Write out your introduction. Practice it in front of a mirror or into a tape recorder for timing. Hone it to sound natural and enthusiastic. Reduce your written introduction to a few key words and phrases. Transfer them, in large font, to a large sheet a paper. This will be your crutch and because it is there you will probably not need to look at it. If it is an unusual name, help the audience learn it. Aim for between one and three minutes. Five minutes is too long. Do not read the introduction. It will sound flat, unenthusiastic and convey the impression that you are unfamiliar with the subject. Smile and be enthusiastic in tone, gesture and choice of words. Know enough about the subject to sound knowledgeable. Do not turn to the speaker and ask if the topic is epidemiology, epistemology or episiotomy. Announce the speech title as given to you by the speaker. If you have any questions about it, ask the speaker before the introduction. Many speakers select specific titles for a reason or for a pun. If the speaker is not using a title, make sure that your description matches the speakers. Introductions are no place to use slides, overheads or presentation software. Anecdotes are good but should pertain to the subject and be in harmony with the mood of the presentation. Avoid using canned jokes. If the credentials of the speaker are so outstanding that they must be shared with the audience or if there are publications the audience will want to know about, insert them in the program or prepare a separate commemorative handout. Introduction of a panel of speakers is the same except the introducer needs to describe the structure and format of the panel speaking order, length of time and the various points of view and perspectives of the panelists. The introduction of the individual panelists can be done two ways: All at once or individually as the panel program progresses. Never use the old cliché that the speaker needs no introduction. If the introduction ties the speaker to the audience and the topic then each introduction is unique, plus there is always something new about every speaker. You are the catalyst, not the performer. Do not try to upstage the speaker with your knowledge of the subject. Do not dwell on your relationship with the speaker,

INTRODUCTION OF GUEST SPEAKER pdf

even though he or she is your boss, relative or significant other. Identify yourself by name and title, unless this has already been earlier. Remember the speaker also needs to know who you are. Our guest speaker has been called "by Time magazine and not supportive of our system of checks and balances, that she is overly concerned with revolutionary tactics rather than working within our current political system. Are those strange qualifications for a speaker about to address this Conference of, striving to work within the system? She holds 3 advanced degrees in and She has written numerous articles scientific and popular journals. As Secretary of the under the administration, she has promulgated more changes as measured by pages in the Federal Register to the regulations relating to than in the previous years. We are all familiar with some of the reasons that the profession is under attack. As a professional group, we are confronted with problems for which we must take some responsibility. Our speaker tonight intends to illuminate these problems and offer some innovative solutions. We all need to know how to drive safely, because statistically 10 out of the 40 of us here today will be involved in a serious accident sometime during our life. If we reduce accidents we save lives and lower the cost of insurance premiums" two things we are all interested in. Larry, is the assistant director of the State Transportation Safety Agency. He helped draft the first State legislation regarding mandatory seat belts and air bags. He has worked as Claims Manager for Insurance Company. Larry has been a licensed driver since 16 and has only been involved in one fender bender. He credits his good driving record to having taken this class. We can be very proud of our record. Our speaker this morning is well known to us. We know him as and But how many of you know that he has a hobby of raising turtles? Joe says he has been fascinated with the idea of carrying your house on your back since kindergarten. The introducer will be happy to have it and it gives you an opportunity to expand your speech and personalize your background in ways that you would be more comfortable with someone else doing. When you are asked to speak and your introducer botches the assignment, feel free to amend the introduction with pertinent items yourself. It disturbs me when I am in the audience and the introducer leaves the lectern and turns his or her back on the speaker. You are aiming for continuity not the big disconnect. Introductions are like giving a gift. You wrap it in colorful paper and tie it with ribbon to help create anticipation, excitement and a sense of the occasion. To gain experience introducing speakers, join Toastmasters <http://>

5: Introduce your Guest Speaker. Tips for introducing your guest speaker

Whether you are introducing a speaker/presenter, presenting an award or introducing a person that will be taking on a role in the program, a professionally written and delivered introduction can exponentially increase the effectiveness of the person that you are introducing.

How to Introduce a Speaker: Oct 18th, Speech introductions are often an afterthought, hastily thrown together at the last second by someone with little knowledge of the speaker, their speech, or the value for the audience. And yet, speech introductions are critical to the success of a speech. This article gives you a series of practical tips for how to introduce a speaker to position them with the best possible chance to succeed. Answer three core questions. When you are introducing a speaker, your primary goal is to prepare the audience and get them excited for what they are about to hear. To do this, you must answer these three core questions: What is the topic? Why is this topic important for this audience? Why is the speaker qualified to deliver this talk? Prepare and practice adequately. You should write out and edit the full introduction, check it with the speaker, and practice it several times. Memorize it, or minimize your notes. Try to memorize the introduction; speaking without notes will add to your authority, and the audience will put more weight in your recommendation that is, to listen to this speaker. If you are unable to memorize the entire introduction, then use as few notes as you can. Be sure you can deliver the last sentence of your introduction without notes as this will maximize momentum for the speaker. Be positive and enthusiastic. The audience takes cues from you. If you seem disinterested, they will be disinterested. If you are genuinely positive and enthusiastic, they will be too. Your choice of words, voice, gestures, and facial expressions should all convey enthusiasm. So, how do you ensure you are enthusiastic? Get to know the speaker. So, get to know the speaker. Ask others about them. Research the speaker and their expertise until you are excited by the opportunity to introduce them. A sure way to undermine your own credibility and that of the speaker is to mispronounce their name, the title of their presentation, or any other key terms. Luckily, this is easily avoided through practice and by confirming the correct pronunciation with the speaker well before the presentation. Being accurate is as important as correct pronunciation, perhaps more so. Make sure you know the precise years, facts, or details. If you make factual errors, many speakers will feel an irresistible compulsion to correct you. This is a lousy way for them to begin their speech, and will almost certainly kill their momentum. Many speakers craft their presentation title very carefully, and the words matter to them. The title may be a phrase they want the audience to remember, it may reflect language used on accompanying slides, or it may be a humorous play on words. And, of course, know how to pronounce it. Should you attempt humor? In most circumstances, no. Your objective is to get the audience excited about the topic and the speaker, and this is not the time to tell humorous anecdotes about the speaker. Save those for a roast! If this speech is part of a longer event, and the preceding talk has been particularly sad or low on energy, then it may help to lift the spirits of the audience. If you need to do this, do it early in your introduction, and then move on to the more thought-provoking content leading to your climax. I was once introduced by someone who had seen a longer presentation I gave on the same topic two years prior. Not only did they ignore the introduction I had written for them, but they gave a detailed outline of my whole talk, including which parts were their favorites! Unfortunately, my outline had changed substantially, and they had created unreasonable expectations and sabotaged my talk. Avoid undermining the speaker by giving too many details about the speech, telling anecdotes from their speech, or making promises about details in their presentation. Keep your introduction at a high level, unless they have specifically asked you to do otherwise. Stick to relevant expertise of the speaker. One very common mistake is to recite a lengthy list of biographical details education, awards, former job titles, publications, etc. This is especially common at academic conferences. For example, avoid introductions such as: Our speaker grew up in Seattle and graduated at the top of her mechanical engineering class at Carnegie Mellon University. Okay, maybe that example was a bit extreme. Why not give all the details? Long introductions filled with biographical details are bad for two main reasons: Long introductions are boring. Nobody attends an event to listen to the introducer go on and on. Long introductions are pompous. Reciting dozens of professional accolades gives the

impression that the speaker cares only about himself and his ego. Keep your introduction just long enough to accomplish your goals: Sixty or ninety seconds is usually ample time. For really long presentations e. How many times have you heard: While the speaker may indeed be well-known to the audience, nearly every speech benefits from a brief introduction. For example, it is reasonable to claim that the presentation will help the audience solve a business problem, save time, or understand the complexities of tax policy. Lofty expectations will actually have a detrimental effect, because the audience will feel challenged to prove you wrong. Build to a climax. Your vocal delivery strength and volume should build toward the end of your introduction. By doing so, the audience will be compelled to welcome the speaker with loud applause. Ladies and gentlemen, please join me in welcoming our guest speaker, Donna Primeau! Ensure a smooth transition. Know where the speaker will be as you speak your last words so that you can turn in that direction to greet them. Etiquette dictates that you should wait for them to come to you e. Occasionally, the speaker may have a special entrance planned. What tips can you share for great introductions? What introduction blunders drive you crazy? How long should introductions be? Please share your thoughts in the article comments. Subscribe to Six Minutes for free to receive future articles. Andrew Dlugan is the editor and founder of Six Minutes. He teaches courses, leads seminars, coaches speakers, and strives to avoid Suicide by PowerPoint. He is an award-winning public speaker and speech evaluator. Andrew is a father and husband who resides in British Columbia, Canada.

6: How to Introduce a Speaker: 16 Essential Tips for Success

When writing an introduction for a guest speaker, begin by welcoming the audience to the event or speech, note that it is an honor to be able to introduce the speaker, provide an overview of the speaker's significance to the community or business world and detail the speaker's credentials. A brief.

Contact Us Introduce a guest speaker speech sample This page contains a sample introduction speech template for introducing a guest speaker or key note speaker for an event, banquet, conference, lecture and more. It also contains tips for how to write an introduction speech and techniques for delivering introductory remarks. I am so pleased to be with you tonight and to have the chance to introduce our guest speaker, say speakers name. Mention if the person was the first to do something, if they have published anything, have held impressive positions, done impressive things, etc. Without further ado, please join me in welcoming name of speaker. Tips for introducing a guest speaker 1. Keep your introduction to between 45 seconds to 3 minutes. Bios are a great place to get information. Almost all speakers will have a bio online or the event planner may have a copy of their bio. You can also search their name online for other interesting tidbits about them, but do not to include something that may be controversial or potentially embarrassing to them, unless you ask them first. Ask the speaker what he or she would like you to say in their introduction. If they are very high-profile and hard to speak with personally, ask their staff or administrative assistant for information. Try to find transcripts of other speeches they have done online. Often the introductory remarks will be included and you can use them to frame your own remarks. Did you like this sample speech template for introducing a guest speaker or key note speaker? Since you were interested in this introductory speech, chances are you will like the following topics as well: Introductory letter for Conference or Event and Anecdotes for speakers. We hope this page was helpful and provided you with some information about How to introduce a guest speaker sample template. Check out our main page for more articles here Can U Write. All materials on this page are under the copyright of canuwrite.

7: How to Introduce a Guest Speaker: Tips & Templates – LLRX

To our dearest Principal Mrs. Nihma N. Ismula, beloved juniors and seniors, co-mentors, visitors today, a very pleasant afternoon. I have the honor to introduce our very prolific and generous guest of honor.

The audience always knew what was coming yet they still cheered and applauded heartily. Sure, the applause signs helped, but Ed was good. He knew how to introduce the host. When was the last time you introduced the guest speaker? Would you like to do better the next time? You may need to introduce a guest speaker for your company, trade show or association event. Here are some tips and techniques to help you handle the job like a pro. Treat the job seriously. Talk to the speaker before you introduce them. Get a printed copy of their introduction. Ask the speaker if you must read it as is. If it appears too long or disorganized suggest changing it, but never change the written introduction without asking. There is no point in annoying the speaker as they begin their presentation. Get the written introduction ahead of time - read it through for clarity, understanding and pronunciation. Read it out loud several times so that you only need to look down at the beginning of every phrase. Increase the size of the print, by using the enlarge feature on a photocopier or reprinting it from your computer to make it easier to read. Highlight the key words or beginning of each thought. Say the name several times so that it feels comfortable on your tongue. Purpose Remember the purpose of the introduction by thinking "TIS". Topic - What will the speaker talk about? Importance - Why this topic for this audience? Speaker - Who the speaker is and why this speaker for this topic? These are the questions you must answer for the audience in your introduction. There is a tendency to over qualify the speaker. Unless they are talking about families - who cares how many children and pets they have? Sometimes the reason for picking this speaker and topic may appear obvious. For example if you were to introduce Albert Einstein speaking on Relativity you would not try to list all the accolades and qualifications of Mr. Einstein. But you could remind people of something both familiar and amazing by stating, "Mr Einstein is able to explain complex issues in simple terms that people can understand and remember. Perform Remember you are giving a mini speech. When you approach the lectern look positive. Stand confidently and smile. Never tell them you are doing this because you lost the coin toss. Read the introduction while looking up at the audience between scanning the words in phrases. When you introduce a friend to someone you can say their name without reading it. You must convey that same confidence. Draw out the first name a little longer than the second. Put emphasis on the first syllable of the first name and the last syllable of the second name. The second name should be louder than the first so that you build the audience to a natural applause - and the speaker feels welcomed. Keep this article for the next time you have the honor to introduce the guest speaker. You never know when you might lose the coin toss. He delivers seminars across North America on thinking and communication skills. He can be reached at or Coach Torok. Send these articles to your guest speakers before they speak. They will thank you and they will do a better job.

8: Giving an Introduction Speech for a Guest Speaker | The Classroom

A good introduction is essential to get a speaker off to a good start. The tendency for event hosts to go casual and say a few non-substantive words – or worse, to try to make a joke at the speaker's expense – hurts both the speaker and the meeting. Here's why, and how to give a good intro.

9: Sample Personal Introduction for Guest Speaker - wikiHow

If you've been asked to give the introduction speech for a guest speaker follow the tips below, step by step, and read the example. When you're through preparing your own you'll have a speech you'll be proud to deliver.

INTRODUCTION OF GUEST SPEAKER pdf

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