

presents **TEN tips**

on **Introducing and
Thanking a Speaker**



1

Check that...

- The microphone and other electrical equipment is working
- Water is available for the speaker
- The lectern is the right height for the speaker
- You have enough background information

2

Make the Speaker Welcome

- Meet the speaker at the entrance
- Ask if there is anything he/she requires
- Show the speaker to his/her seat

3

Preparation

- Prepare your introduction and thanks beforehand
- Write key words on a cue card

4

Avoid...

- Clichés
- Repeating yourself - remember to use your notes

5

Use this Formula

- Why this *subject*?
- Why this subject *for this audience*?
- Why this subject for this audience *at this time*?
- Why this subject for this audience at this time *by this speaker*?

6

Don't...

- Exaggerate the speaker's qualifications
- Read a lengthy curriculum vitae or biography
- Say how wonderful the speech will be
- Steal the spotlight

7

Do...

- Speak to the audience, not the speaker
- Be brief - never longer than two minutes
- Be genuine and sincere
- Smile and relax

8

Facilitating questions

- Listen carefully to the question
- Repeat it clearly for the benefit of both speaker and audience
- Unobtrusively guide speaker to audience members signalling to ask a question

9

Thanking the Speaker

- Say what you enjoyed about the presentation
- Don't simply repeat the main points of the presentation
- Speak to the speaker *and* the audience

10

Most Importantly...

- Be sincere
- Be brief
- Be seated!