



Manitoba 4-H Council Inc.

Communication Tips

Introducing a Guest Speaker

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You've just arrived at a 4-H event and are anxiously waiting for the fun to begin. Before you realize what's happening, an event coordinator asks you to introduce the upcoming guest speaker and you say yes! Now what?

Introduction

When making an introduction, your aim is to set the stage for the speaker by arousing the interest of the audience. A good introduction should include:

- the speaker's name
- the title of the speech
- the speaker's qualifications (in relation to the topic)
- a statement illustrating why the topic is of importance to and how it will benefit the audience

Remember

Be brief-Your responsibility is to introduce, not make a speech. No introduction should be longer than 60 to 90 seconds.

Be enthusiastic-Your enthusiasm towards the guest speaker initiates audience interest and stimulates the speaker. A handshake at the end of the introduction helps to make the speaker feel welcome.

Be sincere and tactful-accuracy is important. Identify who he/she is. What is his/her position, career? What specific experiences has he/she had that qualifies him/her to speak on the subject? Choose three or four points that specifically relate to the topic rather than giving a complete life history. Request that the speaker provide you with a resume.

State name clearly and correctly-always check name pronunciation with the speaker. When known to the audience or if the speaker's name is printed in the program, it's only necessary to mention his/her name once, for example, "Ladies and Gentlemen, John Doe." In all other circumstances, the speaker's name should be repeated.

Lead the applause-After calling on the speaker, initiate the applause as he/she approaches the microphone.

Never state that the other speaker you tried to get was unavailable-you want to give the impression the person most suited to the topic is about to speak.



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Thanking a Guest Speaker

A few well chosen, sincere words and the applause that follows makes a speaker's task worthwhile. The only way to prepare to thank a speaker is to listen well. When thanking...

- stand and wait until the audience is quiet, then begin.
- be sincere and to the point. One to two minutes is recommended.
- make specific and accurate references to the speech. If the speech has been poor, simply express your appreciation of his/her time and presence.
- conclude by thanking the speaker again on behalf of your organization and lead the applause while looking directly at the speaker. Don't announce the applause. If there's a gift, bring it out at the end of your thank you.

Guest speakers are an important resource for 4-H activities and we need to make sure they get the credit and acknowledgement they deserve.