

Give the Speaker a Proper Introduction

NAME (Give the name of the speaker first so the audience will know whom you are talking about.)

The speaker today is _____

TOPIC (Tell the audience what they will hear.)

She/he is speaking on _____

PROJECT/OBJECTIVE/TIME

Project No. _____ in the Basic/Advanced Manual.

The objective is _____

The time of the speech is _____ to _____ minutes.

INTEREST (Why the audience will want to listen.)

CREDENTIALS

Speaker is knowledgeable on the subject because

TITLE

The title of the speech is _____

NAME

Please join me in welcoming _____

Wait at lectern. Shake hands.