

Workshop on Short Speeches for Special Occasions

Material - Education Features

HANDOUT WORKSHOP ON SHORT SPEECHES AT SPECIAL OCCASIONS.

Mrs. L.M.C. Beerens, professor Communicative Skills promotes the following method for preparing a short speech (3 to 5 minutes) at special occasions like:

- # Congratulations and presenting of a gift (at birthday- anniversary-parties or on a job well (done)
- # Distribution of a prize or a certificate
- # A promotion, jubilee or farewell
- # An official dinner party for example a wedding dinner
- # A sad occasion like a funeral
- # Introduction of a speaker
- # A thank you speech of 1 to 2 minutes

CONSTRUCTION

WHY (FUNCTIE) Circumstances: why are we here, including the group

FACTS (FEITEN) How, what, what sort of; achievements; (funny) memories

WHO (MENS) Positive approach of the personality of the subject. This person is important here

TRIBUTE (HULDE) Words of praise, eventually involving partner, children and those present.

PRESENT (KADO) Describe the present but do not sing its praises.

DO, GOOD WISHES (WENS) Holding the present, give your good wishes for the future

GENERAL RULES FOR THE PRESENTATION:

- # Talk **TO** the jubilee, the bride and groom, the tour guide etc.
- # Talk **ABOUT** the diseased
- # Be enthusiastic, but do not force it
- # Be emphatic, but not sentimental
- # Take 3 minutes and never more than 5 minutes

DO NOT:

- # make it into a personal cult
- # use the word “I” all the time (rather use “we”)
- # sum up any shortcomings
- # see problems for the future
- # be bombastic or pompous

THE THANK YOU SPEECH (2 MINUTES)

- # Be brief
- # Be genuinely grateful, mention the points why
- # Accept the tribute but give tribute to others as well
- # Refer to what has been said
- # Say thanks for the present(s)
- # At the end of the party say Thank you, to the organizer, the staff etc.

A DIFFERENT CATEGORY : THE INTRODUCTION OF A SPEAKER (NO LONGER THAN 3 MINUTES)

- # You thank the presenter for coming today and making time for the group
- # You thank the group for showing interest by coming to attend
- # You tell who the presenter is and why she/he was asked to give her presentation/workshop
- # You mention some items out of her CV that she will have sent you on your request
- # You tell the audience what the title and object of her presentation are
- # You mention the length of the presentation and if there will be a coffee break
- # You wish all those present a successful time

THANK YOU SPEECH AFTER A PRESENTATION OR WORKSHOP (1-2 MINUTES)

- # Be brief
- # Be genuine in your thanks and mention why, referring to what has been said/done
- # Thank the audience for their attendance
- # Present the gift with best wishes for the future

