

Speech of introduction

This task is about making a speech to introduce a visitor.



Imagine an important person is visiting the school to talk to your class. You may decide who your visitor is. Prepare an introduction speech for your visitor.

Your introduction speech should cover:

- a welcome for this visitor
- who the visitor is and why they are here
- a personal comment about what you hope to learn from the visitor
- the 'handing over' of the visitor to the audience.

You can use the checklist below to help you prepare your speech.

Have you:	Yes	No
• planned your speech?		
• written the main points on a cue card to help you remember? [You do not need to write out all the words of your speech].		
• practised saying your speech without looking at the cue card?		