

# Speech of introduction II

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**This task is about making an introduction speech.**

Introduction: *"A personal presentation of one person to another or others".*

Prepare  
and  
present a

*Source: Random House Dictionary, 2001*

short speech of introduction for a guest, a speaker, or a visiting team.

The content of your speech should cover:

- a welcome
- who the guest, speaker, or team is, and why they are present
- a personal comment (optional)
- the 'handing over' to the audience.

Use the space below to plan your ideas.

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