

Introducing a Speaker

Vote of Thanks

Reading a Report

Giving a Talk

For Large Gatherings



We are sometimes nervous of speaking at meetings - whatever their size. Here are a few helpful hints for various situations in which you may find yourself:

- speak slowly, clearly and loudly - pausing if necessary
- use a microphone where appropriate
- think about how you sound to the listener
- take a deep breath and look at your audience before you start
- smile
- wait until there is silence before you begin to speak
- be positive, use names and identify people and what they do

Introducing a Speaker

- gain knowledge of the speaker beforehand, checking pronunciation of names
- look welcoming!
- speak on behalf of the Guild, not yourself
- be short, keep to the point and be sincere

Vote of Thanks

- be brief
- be spontaneous
- look at speaker when referring to him/her
- reiterate what speaker has said, but not everything!
- remember to say 'Thank You'

Reading a Report

- be familiar with your material
- try to use expression to make it interesting

Giving a Talk

- have clear knowledge and practice your talk
- check how long you have to speak
- communicate with your listeners - give time for questions and answers
- use cards to remind you of key points
- thank the audience for listening

For Large Gatherings

- speak from the stage wherever possible - people like to see you
- use a microphone