

Introduction Template

Here's a sample script which you can use by filling in the gaps:

{ Approach lectern, face audience }

Thank you Mr/Madam Chair, Ladies and Gentlemen, It gives me great pleasure to introduce [speaker's name] who is giving speech [speech #] from the [C&L/Advanced] Manual - [theme] The title of [speaker's name] speech is ["speech title"]. The objectives of the speech are [summarise objectives].

Tonight/Today we are going to find out [description of talk and reason, connection of topic to speaker, qualifications or experience, special interests, handouts, audience role, level of interest].

The timing for this speech is [# minutes] minutes. Please welcome [speaker's name] - [speech title].

{ Lead applause and sit down }