



How to Introduce a Speaker

The proper introduction of people presenting programs to the post is important. Explorers expect qualified speakers, and a proper introduction lends prestige and sets the tone of the meeting. Here are some suggestions:

- Before the introduction, contact the speaker or someone who knows him or her to get correct name (and pronunciation), title, job and family background, education, organization memberships, honors, hobbies, and any special interests or abilities. Condense this information into a brief and appropriate introduction. Practice giving your introduction. Be sure to pronounce the speaker's name correctly.
- Be brief. You are the introducer, not the speaker.
- Avoid clichés or stilted phrases such as, "This speaker needs no introduction . . ." or "We are gathered here tonight . . ."

- Avoid jokes or being too familiar unless you know the speaker well.
- Include the subject of the speech, why this subject is of interest to the post, and why this speaker was chosen to present this subject.
- Give the speaker a sincere buildup, but don't embarrass him or her by overdoing it.
- Save the speaker's name until last. (This usually is a signal for him or her to step forward.) Climax your introduction with the speaker's name. Pause before stating it, state it clearly, and raise your voice a bit: "I am pleased to present (short pause) . . . Mr. Donald Smith."
- Thank the speaker after the presentation.

Sample Introduction

The following is an example of an introduction that incorporates some of the suggestions from the previous section:

"Careers in corporate law are of great interest to our

Explorer post. Tonight, we are honored to have a speaker whose experience and background will highlight these careers. After graduating from the Georgetown University School of Law, our speaker was assistant U.S. attorney for Ohio for three years before joining the legal staff of the General Foods Corporation. She belongs to the American Bar Association, Corporate Lawyers League, and United Fund Board, and chairs our County Legal Aid Society. She received the Governor's Medal for Juvenile Justice and was elected to the Georgetown University Outstanding Alumni. Currently, she is the director of General Foods' legal department, serves as counsel to the board of directors, and has extensive legal experience in copyright law, patents, and product liability. Leisure time is spent with her husband and sons either restoring their Victorian home or skiing in Colorado.

"It is a pleasure to present . . . Jane Smith."