

Introduce Yourself!

**Write your OWN Introductions
for your OWN Speeches.**

By Mark Henkel, ACG, ALB_{x2}

Consider the introduction as a brief ritual or ceremony, accomplishing some important goals.

Such a ceremony:

- **Is transitional.**

It marks a speaker's transition from being a part of the group to stepping in front of it, leading its thinking.

- **Guides thinking.**

It sets the tone for the topic at hand, so the group will know what to look for.

- **Adds power.**

It contributes to the speaker's authority by establishing that he or she speaks from preparation, knowledge or experience.

- **Sets the mood.**

For example, if a serious subject was presented by the previous speaker, the introduction can prepare the audience for a more light-hearted speech to follow.

Remember the purpose of the introduction by thinking "TIS".

- **Topic** - What will the speaker talk about?
- **Importance** - Why this topic for this audience?
- **Speaker** - Who the speaker is and why this speaker for this topic?

These are the questions
you must answer for the audience in your introduction.

The Allan and Allan Way

- **Speaker Description & Qualifications**

Give a brief description of the speaker and list those qualifications that relate to the subject to be presented. Use humor if appropriate.

- **Topic**

Tell the audience the subject of the presentation, if it's a manual speech, and the purpose of the speech.

- **Title**

Mention the title of the speech.

- **Name of Speaker**

End with the name of the speaker.
This cues the speaker to come forward.

[How I Do It: WHO / WHY / WHAT?]

I recommend creating the introduction answering these three questions:

- **WHO?**

Who is the speaker? Identify the speaker's name, and list the relevant experiences or accomplishments to show the audience the speaker's credibility for giving the coming speech.

- **WHY?**

Why is this speech being given? Transition from why the speaker has credibility to set up the reason why the speaker is giving this speech to the audience.

- **WHAT?**

What is the speech itself?

Transition from why the speech is being given

to "teasing" the audience that this speech will answer that question.

For Toastmasters' speeches, inform the club members of what to expect by listing list the

- Manual Name
- Project #
- Project Objective (name)
- Minutes for speech
- Welcome the Speaker's NAME
- Ending with the Speech's Title.

MARK HENKEL, ACG, ALB_{x2}

Competent Communicator (3rd time)

Project #7

Research Your Topic

TITLE:

Introduce Yourself!

*****WHO?*****

Mark Henkel is our Area 6 Governor and he is the Club Coach for us here at Running Hill Toastmasters Club. He is an

ACG (Advanced Communicator Gold) and an

ALB _{x2} (which means he has achieved the Advanced Leader Bronze *TWICE*).

At the District Fall Conference on November 2nd - 4th, Mark received *many* awards:

- His *third* Triple Crown;
- An award for sponsoring 5 or more new members last year;
- The “Allen E. Seavey Award” for sponsoring the MOST new members in all of District 45 (Mark sponsored *18 people* last year!);
- The “Al Ferguson Award” for leading Woodfords Toastmasters Club to achieve all 10 DCP goals last year;

And the biggest one of all, Mark was awarded the:

- “District 45 Outstanding Toastmaster of the Year Award”

*****WHY?*****

Clearly, Mark has been dedicated to learning what Toastmasters can teach us!

As he has been learning those many lessons,

he discovered that one of the important skills that we need

is actually hardly ever taught in our meetings:

how to create your **own** Introductions for your **own** Speeches.

*****WHAT?*****

In his presentation tonight, Mark seeks to impart what he has learned about this important skill. His objective tonight is “*Research Your Topic*,” and he has asked for 5-7 minutes. As he presents speech project #7 from the Competent Communicator manual, please help me give a warm welcome to Mark Henkel, presenting his speech titled,

“Introduce Yourself!”

When writing your own Introduction:

- **WRITE IT**
 - choosing words *how the Introducer should speak them.*
- **TIME IT**
 - reading it out loud to be under 90 seconds.
- **INDENT IT**
 - using new-lines for bullet-items & clarity.
- **PRINT IT**
 - using LARGE print, 15 pt. or larger.

A good introduction should answer 3 questions:

- **why this speaker,**
- **on this subject,**
- **to this audience?**