

# *Introducing Dignitaries*

- *Knowing how to introduce a speaker is an important skill in our professional and personal lives.*
- *Everyone is expected to be proficient but most are not.*
- *Are you comfortable when asked to introduce a speaker?*
- *It is more likely you are nervous and a bit uneasy about what is expected. Does it feel like an opportunity?*

# *The Importance of Introduction*

- *The purpose of an introduction is to gain the audience's attention.*
- *A secondary purpose is to motivate the audience to listen.*

# *POLL QUESTION*

- *Why not just let the speaker get up and start speaking? Why are so many introductions such a drag?*
- 
- A. to motivate the audience to listen*
  - B. to gain the audience's attention*
  - C. both*

# *TIPS TO INTRODUCE A DIGNITARY*

- Know the speaker's name and how to pronounce it.
- Know the speaker's title or position. Do not turn and ask the speaker "Is it Associate or Assistant Professor?"
  - Do not read the introduction. It will sound flat, unenthusiastic and convey the impression that you are unfamiliar with the subject.
- Know enough about the subject to sound knowledgeable. Do not turn to the speaker and ask about the topic.
- Introductions are no place to use slides, overheads or presentation software.
- Announce the speech title as given to you by the speaker. If you have any questions about it, ask the speaker before the introduction.
- Introduction of a panel of speakers is the same except the introducer needs to describe the structure and format of the panel (speaking order, length of time) and the various points of view and perspectives of the panelists.

# *POLL QUESTION*

- *We here at LPU always look forward to such \_\_\_\_\_ personalities who would set an example for the generations to come. One such icon is Shri Amitabh Bacchan.*

- A. Inspiring*
- B. Delectable*

# *TIPS TO INTRODUCE A DIGNITARY*

- Be brief. Aim for between one and three minutes. Five minutes is too long.
- Never use the old cliché that the speaker needs no introduction. If the introduction ties the speaker to the audience and the topic then each introduction is unique, plus there is always something new about every speaker.
- You are the catalyst, not the performer. Do not try to upstage the speaker with your knowledge of the subject.

# *Complete the introduction*

*(global, compassionate, considerate, philanthropist, responsibility)*

*As an engineer ,one has to have a sense of \_\_\_\_\_towards the society.We need to give back to the people at large what we have attained from them. Showing such \_\_\_\_\_behavior ,Azim Hasham Premji who has guided Wipro through four decades of diversification and growth has finally emerge as one of the \_\_\_\_\_leaders in the software industry. He is also referred to as the Czar of the Indian IT industry.He is also a \_\_\_\_\_having pledged to donate at least half of his wealth to “Giving pledge foundation”. Being \_\_\_\_\_ towards the educational needs of children in our country,Azim Premji donated 15000 crores to Azim Hasham foundation for Education in India.*

# *Sample Introduction 1:*

*Here at Chicago, we live and die by our communications successes and failures. So it is with special excitement that I'm pleased to welcome Dr. Nick Morgan to our annual gathering. Nick is one of America's top communication theorists and coaches. He has coached people to give Congressional testimony, to appear on the Today Show, and to take on the investment community. His latest book, Trust Me: Four Steps to Authenticity and Charisma, was published by Jossey-Bass last year. And he has one of the best*

*blogs on communications. Have you ever wondered why you can't take your eyes off some charismatic public figures, while others put you immediately to sleep? Nick is going to demystify charisma and storytelling for us today, giving us lots of practical ideas we can immediately put to work when we're back in the office on Monday...*

*Please join me in welcoming Dr. Nick Morgan!*



# *POLL QUESTION*

*Which word is closest in meaning to "sensible"?*

*A.sensitive*

*B.rational*

*C.reliable*

*D.outrageous*



# Welcome phrases

- **warm** welcome
- **hearty** welcome
- **cordial** welcome
- **amiable** welcome
- **pleasing** welcome
- **grateful** welcome

# For Guests

- **esteemed** guests
- **respected** guests
- **wonderful** guests
- **distinguished** guests
- **honored** guests
- **appreciated** guests

# *POLL QUESTION*

- *Having seen the \_\_\_\_\_ of success as well as the bottom pits of failure, Amitabh Bachchan has come a long way in finally coming to LPU.*

*A. mind boggling*

*B. pinnacle*

# *Sample Introduction 2:*

*PDIT is fortunate to have two eminent technocrats as its Governing Body Members. Rare to see an Engineering College governed by engineers. But Ours is.*

*We have with us Sri Jali Basavaraj, GB Member of our College. He comes from a reputed family of educationists in Hospet. Sir has served as an engineer in MNCs at higher ranks. After his Voluntary retirement, he is running industry and business.*

*A very warm welcome to you, Sir.*

# *Positive Adjectives: Describing People (Personality)*

## *1. Ambitious: Having a strong desire for success or achievement*

*Ambitious people try to get ahead in life--they look for opportunities to better their life. For the most part, this has a positive feeling, but in some people, ambition is too strong and they hurt people along the way to get what they want.*

## *2. Amiable: Diffusing warmth and friendliness*

*Amiable people are pleasant. They are kind, warm and friendly.*

## *3. Compassionate: Showing or having sympathy for another's suffering*

*Someone who is compassionate feels a strong sense of sadness when they see others who are suffering.*

## *4. Considerate: Showing concern for the rights and feelings of others*

*A considerate person looks out for other people. They often allow someone else to have the last piece of pie or they hold the door open for another person.*

# *POLL QUESTION*

*Which word is closest in meaning to "polite"?*

*A.charming*

*B.sincere*

*C.courteous*

*D.Hungry*

## *Positive Adjectives: Describing People (Personality)*

*5. Diligent: Characterized by care and perseverance in carrying out tasks*

*Diligent people work hard until a job is done. They take great care in doing things right. They don't give up.*

*6. Elated: Overjoyed, thrilled and delighted*

*People feel elated when they achieve unprecedented accolades.*

*7. Empathetic: Showing ready comprehension of others' states*

*Someone who is empathetic is able to understand people better because they see things from the other person's perspective.*

*8. Generous: Willing to give and share unstintingly*

*A generous person shares what they have willingly. It might be a cupcake or their time-- either way, they're happy to share.*

# *POLL QUESTION*

*Which word is closest in meaning to "sociable"?*

*A. amusing*

*B. gregarious*

*C. diplomatic*

*D. Insipid*



# *Positive Adjectives: Describing People (Personality)*

## *9. Intuitive: Obtained through instinctive knowledge*

*An intuitive person operates by instinct. They sort of have a special feel for a situation. The best basketball players are intuitive when it comes to finding the open teammate.*

## *10. Inventive: Marked by independence and creativity in thought or action*

*Since the band's drummer did not show up for the concert, they got inventive--they asked members of the audience to come up and clap and play tambourines.*

## *11. Persistent: Stubbornly unyielding*

*Persistent people never give up. Even when the odds are stacked against them, they work tirelessly until the goal is achieved.*

## *12. Philosophical: Meeting trouble with level-headed detachment*

*People who are philosophical often wonder, "In the grand scheme of things, is it worth it?" Philosophical people tend to look at the larger picture of life and stay above trivial situations.*

# *POLL QUESTION*

*If you consider the needs or feelings of others, you're a  
----- person.*

*A.reserved*

*B.considerate*

*C.faithful*

*D.harmonious*

## *Positive Adjectives: Describing People (Personality)*

*13. Rational: Having its source in or being guided by the intellect*

*Rational people are practical. They make rational decisions based on their logical reasoning about a situation. They don't base decisions on emotions.*

*14. Reliable: Worthy of trust*

*Someone who is reliable is trust worthy and dependable. You can "count on" a reliable person.*

*15. Resourceful: Adroit or imaginative*

*A resourceful person uses creativity and the things around them to tackle a problem. They see solutions (sometimes obvious ones) that others don't see*

# *POLL QUESTION*

*Which word is closest in meaning to "hard-working"?*

*A. pro-active*

*B. resourceful*

*C. diligent*

*D. extra ordinary*