Part 3 introducing speaker

Firstly, you need to make sure the significance of an introduction.

An introduction helps build a bridge between different sections and the emotional shift.

An introduction could motivate audience’s sense of openness and anticipation.

To prepare a good introduction, you need to pay attention to following three aspects：

* You need to remember the speaker’s **name** and practice the **pronounce** of it to show the basic respect for the speaker.
* You need to know the speaker’s **title and position**. You also need to know the **education background and academic achievements** of the speaker.
* You need to know enough about the subject to talk about in this conference to sound knowledgeable.

There are also some other tips to make the introduction excellent.

* **Avoid** using sensitive or embarrassing information without approval or could lead to misunderstanding.
* Search for **more information** like the biographical information and previous speeches about the speaker.
* Using appropriate **gestures, pause and emphasis** to attract the audience arouse their interest bout keynote speaker.

Remember some dos and don’ts during the introduction.

Remember to smile at the audience.

Speak loudly and clearly.

Do not read the draft.

Do not forget eye-contact.