The second part is opening speech.

**What does an opening speech do?**The opening speech is usually delivered by the chairperson or a well-known authority in the field or a distinguished guest.It represents the start of any special event or occasion requiring a formal opening.It is also a prelude to a conference, setting the keynote of the conference,The speaker will give the audience a preliminary understanding of the theme of the conference.

**What should be included in an opening speech?**First,salutation.It is a good manner to salute to the audience,it will show the speaker’s respect to the audience.Second,self-introduction. It is not necessary if they have already been introduced.Third, express their warm welcome to all the participants.Fourth,deliver sincere thanks to the organizations and individuals involved .Fifth,the speaker would state the background,characteristics and purpose of the conference.Last but not least,show their good wishes to the conference and the participants.

**What should we pay attention to in the opening speech?First**,speakers should wear formal clothes and pay attention to controlling the rhythm of their speech.**Second**,opening speeches should not be too long, but should be concise and clear.After all, you don't want the audience to spend a lot of time reading sentences and delaying your speech.**Third**, opening speeches should convey warm and sincere feelings.Opening speeches often set the tone of the whole meeting, so the expression should be based on the theme of the meeting to create a suitable atmosphere. The language should convey warm and sincere feelings.