

- **DIFFERENT SPEAKING ROLES**
- SPEAKING ROLES INCLUDE
  - **PROPOSING A TOAST**
  - **THE REPLY TO A TOAST**
  - **PRESENTATION TO A RETIREE**
  - **YOUR RETIREMENT SPEECH**
  - **VOTE OF THANKS TO A GUEST SPEAKER**
  - **PRESENTING AN AWARD**
  - **ACCEPTING AN AWARD**
  - **EULOGY**
- **PROPOSING A TOAST**
  - COULD BE TO A SINGLE PERSON, A COUPLE , A GROUP OR TO AN OCCASION (Here's to Joe Bloggs, here's to Mr & Mrs Stringbag, here's to Staff Hts TM or here's to the State of Origin)
  - EXPRESS PLEASURE AT BEING ASKED
  - MAKE IT SUIT THE OCCASION (Treat toast to bride differently to a toast to captain of football team)
  - DON'T RESORT TO TOO MUCH FLATTERY (Can sound false and superficial)
  - USE SOME HUMOUR OR SENTIMENT (Personalise the story)
  - BE SINCERE
  - BE INFORMED (Seek comments from others)
- **REPLY TO A TOAST**
  - WHILE YOU ARE BEING TOASTED REMAIN SEATED (as everyone stands) AND DONOT DRINK THE TOAST
  - TAKE NOTE TO WHAT THE PERSON MAKING THE TOAST SAYS
  - THANK THE PRESENTER
  - BE SINCERE
  - BE BRIEF
- **PRESENTATION TO A RETIREE** (or any staff member who is leaving)
  - ACKNOWLEDGE THE POSITIVE ASPECTS OF THAT PERSON
  - KNOWLEDGE FILTERED DOWN TO OTHER STAFF
  - DEVOTION TO THE COMPANY
  - CONTRIBUTED TO THE PRESENT GOOD STANDING OF THE COMPANY
  - PERSONALIZE - JOB RELATED ANECDOTE OR STORY
  - WISH RETIREE A HEALTHY AND ENJOYABLE RETIREMENT - HOBBIES & ACTIVITIES?
  - PRESENT GIFT
- **YOUR RETIREMENT SPEECH**
  - ACKNOWLEDGE THE POSITIVE ASPECTS OF WORKING THERE
    - LESSONS LEARNT
    - FRIENDSHIPS
    - WHAT THE PAY ALLOWED YOU TO ACHIEVE IN YOUR PRIVATE LIFE
  - THANK THE PEOPLE WHO HELPED YOU
  - TELL THEM WHAT YOU ARE PLANNING TO DO IN YOUR RETIREMENT
  - OFFER YOUR BEST WISHES FOR THE FUTURE TO THOSE WHO ARE LEFT
  - PERHAPS COMMENT THAT YOU MAY DROP IN OCCASIONALLY TO SAY HELLO
- **VOTE OF THANKS TO A GUEST SPEAKER**
  - BE INFORMED - HAVE THE SPEAKER'S NAME AND QUALIFICATIONS CORRECT
  - BE BRIEF - DEPENDING ON THE OCCASION
  - BE COURTEOUS - DON'T ATTEMPT TO AMPLIFY, COMPLEMENT OR PRECIS THE SPEAKER'S REMARKS. YOU MAY HIGHLIGHT PARTICULAR POINTS MADE.
  - BE SINCERE - DON'T USE FLOWERY LANGUAGE
  - BE SURE TO - THANK THE SPEAKER FOR THE TIME AND EFFORT
  - BE RELEVANT - DON'T RAMBLE OFF THE SUBJECT AND RAISE IRRELEVANT ISSUES

- **PRESENTING AN AWARD**
  - PURPOSE:
    - TO EXPRESS APPRECIATION AND CONGRATULATIONS FOR MERIT, EFFORT OR SERVICE AND TO GIVE PUBLIC RECOGNITION FOR THE ACHIEVEMENT
  - EXPLAIN THE REASON FOR THE AWARD OR PRESENTATION AND WHY THEY WERE CHOSEN
  - EXPLAIN THE DONOR'S INTEREST IN THE AWARD (IF APPLICABLE)
  - STATE HOW MUCH THE RECEIVER DESERVES THE AWARD AND PERHAPS MENTION OTHERS WHO HAVE RECEIVED THE AWARD IN THE PAST
  - BE SINCERE, DON'T EXAGGERATE, BE WARM AND ENTHUSIASTIC.
  - SAY RECIPIENT'S NAME LAST
  
- **ACCEPTING AN AWARD**
  - PREPARE EVEN IF MORE THAN ONE POSSIBLE RECIPIENT
  - KEEP THE SPEECH SIMPLE AND TO THE POINT
  - IF YOU KNOW BEFOREHAND PREPARE YOUR SPEECH
  - IF YOU DON'T KNOW BEFOREHAND ALSO PREPARE YOUR SPEECH
  - AS THE WINNER BE GRACIOUS AND HUMBLE AND IF APPROPRIATE CONGRATULATE THE RUNNER UP AND COMMENT ON THEIR EFFORTS AND ACHIEVEMENTS
  - IF ACCEPTING ON BEHALF OF A TEAM, GIVE CREDIT TO THE TEAM
  - DON'T PLACE UNDUE EMPHASIS ON THE VALUE OF THE AWARD, REMEMBER IT IS A TOKEN OF THANKS OR ACHIEVEMENT
  - GIVE GRATITUDE TO 1 OR 2 PEOPLE WHO INSPIRED YOU
  - RECOGNIZE THE ORGANISATION GIVING THE AWARD
  - BE SINCERE
  - SAVOUR YOUR GLORY AND DON'T BE AFRAID TO BE EMOTIONAL OR EXCITED AS THE CASE MAY BE
  - TAKE NOTE OF WHAT THE PERSON PRESENTING THE AWARD SAYS
  
- **EULOGY**
  - CHECK WHAT YOU ARE TO SAY WITH THE RELATIVES - FEEDBACK
  - TRY TO THINK OF, OR FIND OUT, SOME ANECDOTES (Incidents in the person's life)
  - ASK IF THERE IS A TIME LIMIT
  - WILL YOU BE REQUIRED TO INTRODUCE A PRAYER OR A HYMN
  
- **OTHER SITUATIONS**
  - BIRTHDAY PARTY, ANNIVERSARY PARTY ETC
  - COULD BE ASKED TO SPEAK - SO BE PREPARED
  - BETTER TO PREPARE AND NOT BE ASKED THAN TO NOT PREPARE AND THEN BE ASKED TO SPEAK
  
- **SUMMARY**
  - BE PREPARED, BE INFORMED, BE SINCERE
  - PREPARATION → CONFIDENCE → REDUCES NERVES
  - TREAT AS A MINI SPEECH - OPENING, BODY, CONCLUSION (REFLECT BACK TO OPENING)
  - CHECK WITH MC RE TIME ALLOWED FOR SPEECH
  - DON'T EMBARRASS GUEST OF HONOUR (OR ANYONE ELSE) UNLESS ROASTING
  - IF IN DOUBT, LEAVE IT OUT
  - ANY DOUBTS ABOUT THE LENGTH OF YOUR SPEECH REMEMBER THIS:  
A SPEECH SHOULD BE LIKE A WOMAN'S DRESS - LONG ENOUGH TO COVER THE SUBJECT YET SHORT ENOUGH TO MAINTAIN INTEREST