

2.1.3 I'd Like to Introduce.....

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- Ask your partner if there are any other important facts he or she would like to share with the class. If so, record those responses.
3. Switch roles and answer your partner's questions.
 4. After you and your partner have recorded your questions and responses, develop a formal introduction using the space provided on the student worksheet. Consider the following tips for formal introductions.
 - Start with introductory statement, such as "I am pleased to introduce *Name*."
 - Provide information about the individual.
 - Restate the person's name and lead applause.
 5. Practice your formal introductions with each other and ask for feedback.
 6. Make changes to your introduction as needed.
 7. When it is your turn, present to the class your prepared introduction implementing the traits of a good speaker discussed in the presentation *Communication Skills*.

Conclusion

1. Describe a proper handshake.

Age, gender and culturally appropriate

2. What steps should be taken to prepare a formal introduction?

Homework - know facts. Make interesting.

3. Describe how voice, presence, and expression are used during a formal introduction.

All part of it.

You should sound pleased to be introducing someone

4. What verbal and nonverbal elements are included in a formal occasion speech?

Non v - eager, open

v - pleasant, interested