



ROTARY CLUB OF GRANDE PRAIRIE SUNRISE

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How to Prepare Classification Talks- Rotary Club Members

The classification system is one of Rotary's founding principles. Classification or "my job" talks is a Rotary tradition, that allows members to learn something about the speaker, his or her profession or business, and the opportunities and problems he or she experiences "on the job". Classification talks are typically 10-15 minutes long to allow time for questions from floor.

The Suggested Format for a Rotary Classification Talk includes:

- Introduction
- Personal History: This should be restricted to **2 or 3 minutes** and can be used to describe your origins, family, and other notable personal facts.
- Career History: This can be intertwined with one's personal history if so desired. It should be no more that 3 or 4 minutes in length and allows you to describe the jobs and positions you held through the years up until you reached your current classification.
- Classification: Discussing your classification should represent the bulk of your presentation and be approximately 5 minutes long. During this part of the presentation, you should provide a description of your role, interesting aspects of your classification and what you enjoy about it. You can also describe the origin and evolution of the classification and prominent contributors to its development.
- Lastly, tell the group why you joined Rotary.
- Conclusions and Questions: Time permitting; members may have some questions for you.