

WEST OTTAWA ROTARY

NOTES ON THANKING A GUEST SPEAKER

Thanks should be briefer than the introduction though they are usually more difficult. **Keep it to 45 seconds or less.** You have to compose your thanks while he is speaking.

Remember you are thanking **on behalf of the group**

Don't refer to **the speaker's material** (unless you're asking a question). **And definitely don't try to improve on the speaker's material**, even if you know facts that he omitted. This almost implies that the speaker isn't authentic or not up to date or hasn't done his homework. But of course there are occasions when you can take a different point of view, especially with politicians or controversial journalists .

Be very careful about adding a story of your own experience. Does it really add to the topic?

Listen for worthwhile qualities in the speech such as.

Thoughts, preparation, useful information, entertainment, humour, special news for our group, inspiration, coming a long way to speak here...etc

The speaker should have been told **how long** he has to speak, and being a luncheon meeting, let him understand that business people will be leaving at 1:45. The thanker's responsibility is to **remind** him, by rising and hovering and being brave, firm and courteous, all at the same time.. Find out before if he will answer questions, so keep that in mind. Keep an eye out for a signal from the chairman

The thanker, or sometimes the chairman, fields the questions -

**REPEAT THE QUESTIONS – SO THE AUDIENCE KNOWS NOT ONLY THE ANSWERS
BUT WHAT THE QUESTION WAS...**

The thanker and the chairman share responsibility for adjusting the mike.

Make sure you know where the gift is. Club members are not given gifts.

Jkf
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