Beginning & Ending Events

**Welcoming Remarks:**
- When giving welcoming remarks, try to always circle back to goals and values of the organization or people gathered. As always, know your audience and consider their values and expectations. The big thing to keep in mind is to keep your content related to the group and/or occasion. As far as organization goes, keep the format simple and the words impactful! Final hot tip: eye contact is even more important when making welcoming remarks.

**Introductions:**
- This kind of speech precedes the entry of some kind of speaker or guest, in order to intrigue the audience and implore them to pay attention. The main goals for this type of speaking is to introduce the speaker and their topic, improve their credibility, and set the vibe for the upcoming speech. Some important details to include are the accomplishments, education, and titles of the person being introduced. Absolutely imperative to introducing a speaker is knowing how to pronounce their name!

**Farewells:**
- If you’re bidding a group farewell, be sure to have an adequate mix of emotions; the joys and humors of time there, the sadness of departure, and the hope and excitement for the future. You can also give contact information if anybody in your audience wants to reach out to you further. Humor is your friend, as is publically reflecting on anything you may have learned.

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