

# Giving an Introduction Speech

When we think about making academic presentations, we probably don't think about making introductions. However, introductions are a part of many academic situations. For example, we may introduce a new member of our department to other members. Similarly, at a national meeting or conference we often informally introduce one colleague to another. We may also find ourselves making introductions in more formal contexts, such as presenting the members of a panel discussion or introducing a speaker at a guest lecture, seminar, or conference.

We may also have to introduce ourselves. For example, we may visit advisors, professors, or mentors to share relevant background information about ourselves. Or, in a more formal setting, we might be expected to provide information about ourselves as proof of our expertise, such as when presenting a conference talk or interviewing for a research or teaching assistant (graduate student instructor) position. In this unit, you will make a presentation in which you introduce one of your classmates to the rest of the class.

Before preparing any academic speech, it is important to consider

- ☐ audience
- ☐ purpose
- ☐ organization

# Samples Of Introduction Speeches

**Ying Liu**



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