



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Identify key parts of an introduction
- Practice interview skills
- Practice public speaking skills

Time: 20 minutes

Equipment and supplies:

- Easel paper
- Note cards
- Writing utensils

Do Ahead:

- Review the lesson
- Gather equipment and supplies

Introducing a Guest

BACKGROUND

Situations arise when introducing a guest will be necessary. Whether it is a new person in a social situation or a guest speaker, your introduction will set the tone of the experience.

When introducing speakers three core questions should be answered:

- What is the topic?
- Why is it important to the audience?
- Is the speaker qualified to deliver this talk (Dlugan, A., 2010)?

This activity will allow participants to think about what is involved in an introduction and why giving a good introduction is important.

WHAT TO DO

Activity:

In this activity, participants will pretend they are going to be introducing a guest presenter at an event.

- Brainstorm with the entire group information you would need to introduce a guest presenter and display it on the easel paper.
 - What kind of questions would you want to ask the presenter?
- Break the group into teams of two. Give each team two notecards and writing utensil.
- Ask each team to take turns interviewing each other as if that person would be a guest presenter. From that interview have each team member write a brief introduction of his/her partner.
- Ask for volunteers to come up and introduce his/her "presenter".
- Final wrap up: make sure the introducer includes the following:
 - Name of presenter
 - What role they have that's important to this talk



Sources:

- Dlugan, A., 2010. How to Introduce a Speaker: 16 Essential Tips for Success. Retrieved from: <http://sixminutes.dlugan.com/how-to-introduce-a-speaker/>

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Design Team Members

- Set the stage for the audience
- Welcome and thank the speaker for being here and devoting his/her time

TALK IT OVER**Reflect:**

- In the large group, ask for volunteers to share what they liked about the different introductions.
- Ask the participants how they felt during the interview/introductions.
- Ask the group where they would use this skill in different 4-H, Junior Fair, or school situations.

Apply:

- Practice introducing friends, family, 4-H members, etc.
- Volunteer to introduce a guest speaker or presenter at an event.

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Considerations for Conducting Virtually:

- Utilize breakout rooms when dividing the group into teams. Remember the importance of the rule of three – breakout rooms should be no smaller than three people. To accommodate this, have them take turns with the various roles.
- Ask each participant to bring a piece of paper and pen/pencil with them to the meeting.
- Consider adapting the lesson to fit the more virtual environment we are living in – how is introducing a guest virtually differ from in person? What does your body language convey virtually that you should be mindful of?