

**Find The Words ...  
How To Say It Best**

**Lianne Marsh**

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## PART ONE – HOW TO SAY IT BEST

- Public speaking is an indispensable life skill!
- The ability to communicate effectively and speaking with confidence are fundamental speaking skills in one-on-one situations, within groups and within the context of a large audience.
- Few things enhance your image more than delivering a great speech with apparent effortlessness!
- Apparent effortlessness is within your reach.
- All you need for a dynamic presentation is careful preparation and a confident delivery.

## CHAPTER ONE - PUBLIC SPEAKING - AN INDISPENSABLE SKILL

**Why is public speaking important?** To answer this question, let's look at the definition of public speaking first.

### Public speaking is the skill of:

- conveying a message effectively to a group of people
- in a number of everyday situations
- depending on the purpose or intention of your speech.

Public speaking is such an integral part of our lives. Many people believe that public speaking is the arena for professional speakers only - yet the skill of being able to speak in public touches our lives more often than you think.

Not everyone is a "born speaker". However it is very important that everyone nurtures and develops this very important life skill.

### Simply put, public speaking is:

- a **manager** leading a staff meeting of four or five colleagues
- a **teacher** addressing a parent academic evening
- **best man** presenting a speech at a wedding
- a **salesperson** promoting a new product to a group of sales representative
- proposing a **toast** at a 21st birthday party
- and saying **farewell** in a eulogy



### Effective public speaking encompasses:

- engaging your audience and
- speaking knowledgeably
- to convey your informative, educational or entertaining message

### A great public speaker:

- approaches speaking in public positively - minimizing normal speaking nerves
- has faith in themselves and the importance of their message
- engages the audience and keeps their attention
- influences the audience according to the intended purpose of their speech
- makes the audience feel worthy and valued

The ability to speak in public is a life skill that can and should be developed. Here's wishing you many happy public speaking engagements.

## CHAPTER TWO - INTRODUCE YOURSELF – MAKE AN IMPACT

**Introduce yourself** with panache!

Sooner or later you will be asked to present an icebreaker introductory speech about yourself.

### GUIDELINES FOR A SAMPLE INTRODUCTION SPEECH

#### Purpose

To introduce yourself to your fellow students / colleagues / book club / delegates.

#### Preparation

Remember, you only have a few minutes, so you cannot tell your audience everything about yourself.

So, choose 3 or 4 main areas of your life and elaborate with a few key ideas on each of them.

Depending on your age and the composition of your audience, you may want to select a few of the categories below to include for further discussion:



- your education and qualifications
- your work experience
- your family and background
- why you are currently on this course
- your future ambitions, dreams and aspirations
- favorite hobbies
- favorite sports
- significant experiences
- something that the audience may find surprising

#### Practical Tip

- Keep a key card and pen handy.

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- Jot down the 3 or 4 main categories in a mind map as sub-headings.
- Flesh out the sub-headings with bulleted keywords [4-5] under each main point.
- Find a quote that is significant and meaningful to your life.
- Memorize it and conclude your icebreaker speech with a powerful, relevant quote that leaves the audience with insight into YOU!

Introducing yourself can also be your key to interview success. You are starting from a baseline position where the interviewees have no experience of who you are or what you are like.

Thoughtful, structured and logical - you can't go wrong!



## CHAPTER THREE - EFFECTIVE NON-VERBAL COMMUNICATION

**Effective communication skills** include body language, eye-contact, and physiological factors.

It is very important to make time in your speech preparation for these important factors - they can make the difference between a good speech and a speech that the audience will never forget!

### BODY LANGUAGE

Meaningful body language will support the verbal message of your speech.

As a result, you should consider which movements will enhance your message and which will detract from your message.

Try and eliminate disrupting mannerisms as far as possible.

Consider if you have any of the mannerisms listed in the table below - then practice your speech and try and minimize them completely.

Swaying from side to side continuously or sporadically?

Swaying from heel to toe and back again?

Crossing your legs - too suggestive of needing the cloakroom?

Licking your lips nervously?

Pacing up and down or left and right?

Flicking your fringe out of your face or twirling strands of hair?

Other nervous gestures that may reveal your tension?

### EYE CONTACT

Your ability to use eye contact effectively has the potential to be one of your greatest assets.

- Your eyes convey emotion.
- You can use your eyes to control, hold and even manipulate your audience.
- Eye contact allows you to get a sense of the audience's response to your speech and you can thus adjust your oratory skills accordingly.

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Look at individual members of the audience - don't look at the walls or the ceiling.

Pinpoint specific people and communicate directly - don't gaze at your audience in a misty, general way.

Learn your speech and speak to your audience - being too note-bound affects your eye contact negatively.

Practice, practice, practice - you will soon feel at ease

### PHYSIOLOGICAL FACTORS

You need to create a **first impression that reels your audience in** and keeps their attention focused on **you** and your speech.

Effective public speaking is underscored by a professional and **polished appearance**. You must "look the part".

Lee Mildon says, "People seldom notice old clothes if you wear a big smile. Professionals say ... wear a big smile [an important aspect of non-verbal communication] **and** look fantastic.

It doesn't mean that you have to look like a movie star. It simply means that you have to spend time making yourself look presentable.

- your hair should be neat
- clothes clean and neatly pressed
- your shoes should be polished and in a good condition
- dress appropriately and be mindful of any dress codes that are considered respectful in terms of religion and tradition.

### CHOOSE YOUR CLOTHES CAREFULLY

Where will you be speaking? Is it in the classroom, the clubhouse or at a celebration with confetti?

The event or occasion of your key note address will determine the clothing choices that would be most appropriate.

- your attire needs to be more **formal** if you are presenting, for example, a high school graduation address
- more casual, but still smart **sportswear**, for a tennis clubhouse speech
- and possibly **formal or semi-formal** attire for a wedding speech



## CONSIDER YOUR AUDIENCE

It is also important to spend some time considering your audience when selecting your clothes before your speech:

- will you be talking to captains, a corporation or college graduates?

Coordinate your clothing choices to coincide with the **composition of your audience**.

If your audience is the guests at the **captain's dinner banquet**, you will need to wear **black tie**.

Should you be addressing corporate delegates at a conference, then your dress code is likely to be **semi-formal or possibly business casual** - the same is likely to apply to an auditorium of guests at a graduation ceremony.

Dress Code	Code Explained
Sportswear	Long pants and a collared shirt [call the clubhouse prior to your speaking engagement just to be sure]
Casual	Tasteful jeans and long pants, smart T-shirts and sandals, shirts with or without sleeves or collars [similar to a smarter barbeque occasion]
Business Casual	Trousers, blouses and modest skirts are in - jeans are out. For the men - no tie required, but a collared shirt is a must.
Semi-Formal	For both men and women, a conservative business suit in muted colors would be appropriate. Men should wear a tie and the ladies should wear closed shoes.
Cocktail	Ladies - this is your opportunity to show off your little black dress with sandals. Gentlemen - formal business attire with a jacket and tie.
Formal	Elegant dresses or formal pants suits in a smarter fabric for ladies with high heels [open or closed] and the gentlemen will need a dark suit with a conservative tie
Black Tie	This one is nice and easy. Ladies - a long dress and Gentlemen - a tuxedo.
White Tie	Men - long white or black tailcoats with matching trousers. Ladies - long formal evening owns with gloves.

**COLOR CONNOISSEUR FOR CONVINCING COMMUNICATION**

When it comes to public speaking it is also worthwhile to keep in mind the inherent message that may be communicated through the color choices of your clothing.

These are by no means definitive, but they are definitely worth considering.

A knock out presentation will give due cognizance to effective presentation, appropriate dress code, the use of visual aids to enhance your message and effective implementation of body language and gestures.



Color	Possible Underlying Connotation
black	authority, credible, power - [added bonus - slimming]
blue	peaceful, calm, tranquil
brown	dependable, solid, reliable, trustworthy
gray	wise, intelligent, clever, diligent
green	wholesome, nurturing, caring
pink	empathetic, compassionate, encouraging
purple	stylish, sophisticated, affluent, achiever
red	captivating, inspiring, exuberant, creative, passionate
white	light, uncomplicated, fresh, peaceful, cleansing
yellow	optimistic, charismatic, bright, encouraging, warm, energetic

## CHAPTER FOUR - PREPARING AND PRESENTING A TOAST

It is a privilege and an honor to present a toast and you need to make sure that it is memorable and befitting of the trust that has been placed in you.

It may be wedding toasts, retirement toasts, birthday toasts or funny toasts that have your heart rate elevated and your mind spinning. Relax.

As with most things in life - prepare well, follow the guidelines and practice, practice, practice.

Then stand back and wait for the applause!

The great thing about toasts is that, all they really need are an outline and... a KISS - so keep it short and simple!

### HOW TO PREPARE AND PRESENT A TOAST OF NOTE

#### BEFORE – BRAINSTORM, PLAN, WRITE AND LEARN:

Make reference of **your relationship to the person** you will be honoring with your toast.

Tell a suitable and **relevant story** that you recall or may have shared with the toastee.



Remember to **consider your audience** - the story must be appropriate.

Have **empathy** for toastee's feelings - no one likes to be embarrassed - especially in front of a big group. If you are aiming at a funny toast, be mindful of the difference between laughing at someone and laughing with someone.

Learn your toast - pretty much **off-by-heart**. Your cue cards are there to help you if necessary, but you shouldn't rely on them.

Check that the **microphone is working** and that you know how to adjust it to suit your height.

Ensure that the **podium is visible** to the **entire audience** and that you have easy access to it.

Make sure that **everyone has champagne** or wine and a glass to fill.

Oh - remember the **KISS!** [keep it short and simple]

## Find The Words – How To Say It Best

### DURING – SCAN, SETTLE, SEARCH, SAY AND SIP

**Scan** the audience to confirm that the honored guest is currently in the room and that they haven't popped out for a few minutes.

**Settle** the guests by clinking purposefully and audibly on your glass to get everyone's attention. [no bonus points awarded for breaking the glass by clinking too enthusiastically]

**Search** for your guest's face as you start speaking and when you end.

**Say** your toast with the glass on the table until it is needed. We all tend to talk with our hands [no credit for spilling your champagne with over-exuberant gesturing].

Raise your glass to your face height, invite the other guests to charge their glasses and to stand, re-establish eye contact with the toastee as you say the words "to.....". The audience will mirror this action and phrasing.

**Sip** - don't down - your glass of bubbly.

### AFTER – RELAX AND CELEBRATE

That's it – you'll have presented a toast to be proud of.



## CHAPTER FIVE - GUIDELINES FOR INCORPORATING HUMOR

**Great funny speeches** should aim to engage and entertain your audience. It doesn't matter if it is a funny retirement speech, funny wedding speeches or even funny speech topics - we love them.

Humor can be such a great stepping stone to captivate your audience and keep their attention. If you have their attention, you'll get your message across and that culminates in a successful speech - mission accomplished!

However, humor also has the potential to alienate your audience. Used incorrectly or inappropriately, humor can be an obstacle to a successful speech.

Alienated audience = 's poor listening skills = 's message lost.

So keep the humor coming - but do so wisely and judiciously. Keep our stepping stones and obstacles advice in mind and you'll get the balance just right!

### HUMOR AS A STEPPING STONE TO GREAT FUNNY SPEECHES

**A - Analyze** yourself and your audience. You need to be relatively comfortable with humor and making people laugh. Try to be as objective as possible - do you normally make your friends laugh when you tell a story? Similarly, is your audience going to be able to relate to your "style" of humor?

**B - Be brief.** Keep your story interesting but relatively short. Your story should be long enough to include vivid visual descriptions, but not that long that the audience keeps hoping for the punch line.

**C - Current and common** can help you to introduce humor into your speech. Universally "funny" situations will appeal to more audience members and so too will issues that are more current and news worthy.

**D - Delve** into your own experience. Very often truth is funnier than fiction. So, don't be afraid to draw on your own experience. We all love telling funny stories about ourselves and our own experiences. If you have an appropriate anecdote and you think it is funny - go for it. If you think it is funny, you will tell the story enthusiastically, the laughter will creep into your voice and most people will appreciate the spirit of your story - and that can be pretty infectious.

**E - Everyday**, local **exaggeration** can be an effective tool to include humor in your speech. The audience must "get" the humor and be able to relate to it. A useful hint is to "localize" your story by using local jargon and phrasing. Exaggeration and



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over-acting [within reason] can send the message home more effectively and your audience will "get" it.

"Laugh and the world laughs with you... but..."

### HUMOR AS AN OBSTACLE TO GREAT FUNNY SPEECHES

**A - Avoid** telling jokes unless you have told the joke to an appreciative audience before and you know that you will get the timing of the punch line spot-on.

**B - Be** selective. Your humorous story should relate to the overall theme of your presentation. A random, unrelated story will result in the audience concentrating on, "What has this story got to do with the topic?" And if they are not listening, the punch line will not be as effective.

**C - Carefully** reconsider using humor based on politics, religion or social status. They can all be potential mine-fields to tiptoe around in and they won't facilitate a relaxed presentation or toast.

**D - Don't** be tempted to "overkill" a particular line that gets a laugh. By all means - use it once or twice with appropriate exaggeration - and then stick to the "less is more" approach.

"Cry and you cry alone..."



Ok...so did you hear the one about... - just kidding!

Go on - you've got work to do - make the world laugh. Such an amazing gift and talent!



## CHAPTER SIX - JOKES AND PUBLIC SPEAKING

Jokes for public speaking are an amazing weapon in your arsenal as you strive for advanced presentation skills.

In a nutshell - public speaking is today's "must-have" life skill" - not just for **motivational speakers!**

So, keep those nerves under control, lighten the mood and laugh a little.

Our suggestions for incorporating **public speaking jokes** in great funny speeches will soon have you more relaxed.

### PUBLIC SPEAKING JOKES

Someone once said that the best audience is one that is intelligent, well-educated and ... a little drunk! If that is the case - then I have definitely got an amazing audience here tonight.

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Lord Reading offered the following advice on the length of your speech: "Always be shorter than anyone dared to hope!" And tonight, Ladies and Gentlemen, you may be very hopeful!

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Franklin D. Roosevelt said: "Be sincere; be brief; be seated".

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"I'm very pleased to be here. Let's face it - at my age...I'm very pleased to be anywhere!" - George Burns

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Now, I've been told that a successful speech needs to have a great introduction and a memorable ending - and that both of these should both be close together with not too much in between.



So, Ladies and Gentlemen, to reiterate what King Henry said to each of his many wives ... "I shall not keep you long!"

## Find The Words – How To Say It Best

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"It's quite simple. Say what you have to say and when you come to a sentence with a grammatical ending, sit down!"  
- Winston Churchill

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"Public speaking is the art of diluting a two-minute idea with a two-hour vocabulary." - John Fitzgerald Kennedy

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"According to most studies, people's number one fear is public speaking. Number two is death! Does that sound right? This means that to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy!" - Jerry Seinfeld

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"The human brain starts working the moment you are born and never stops ... until you stand up to speak in public." - George Jessel

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"There are two things that are more difficult than making an after dinner speech: climbing a wall which is leaning towards you and kissing a girl who is leaning away from you." - Winston Churchill

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"Unaccustomed as most people are to public speaking ... they still insist on doing it!" - Unknown

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"Make sure that you have finished speaking **before** your audience has finished listening!" - Dorothy Sarnoff

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"The secret of success is sincerity. Once you can fake that you have got it made!" - Jean Giraudoux

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## Find The Words – How To Say It Best

"There are always three speeches, for every one you actually gave. The one you practiced, the one you gave ... and the one you **wish** you gave." - Dale Carnegie

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Jokes for public speaking can be a secret weapon whether you are attending public speaking courses, searching for public speaking online or just trying to overcome your anxiety of public speaking.

Some final words of wisdom ... "No one ever complains about  
a speech being too short."

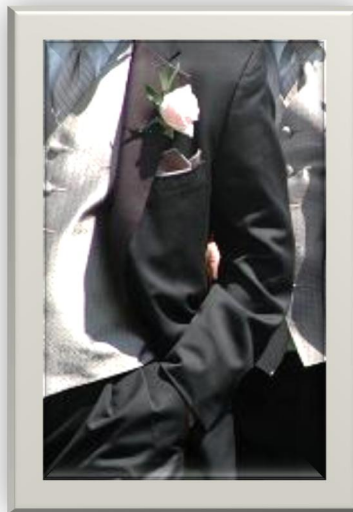
Ira Hayes

## CHAPTER SEVEN - PUBLIC SPEAKING EVALUATION FORMS

Public speaking evaluations forms - we'll help you pitch it perfectly every time!

Use the public speaking outline below to help you structure and present a great presentation.

The evaluation form gives you that extra insight into evaluating effective speaking skills - aim for Level 4 in every aspect of you speech.



	Level 4	Level 3	Level 2	Level 1
<b>Content; Shape; Logical Argument</b>	Structure and style well crafted. Thought-provoking selection of material and a logical argument.	Adequate attention to structure and style. Somewhat thought-provoking selection of material. Generally logical arguments.	Flawed in terms of structure and style. Very little thought-provoking text; some illogical thoughts.	Inadequate preparation/ Minimal attention to structure, style and language. Illogical arguments. Audience left uninspired.

## Find The Words – How To Say It Best

<b>Use of voice; Enunciation; Use of Language; Posture</b>	Lively original and inspiring speaker with excellent voice control and body language. Excellent command of the language.	Clearly a competent speaker with adequate voice control and body language. Language used appropriately.	Capable speaker with lapses in audibility and voice control and insufficient use of gestures. Some inappropriate use of language.	Inappropriate register and poor enunciation. Inappropriate use of gestures. Inappropriate use of language.
<b>Audience Awareness</b>	Remarkable confidence and effective audience rapport.	Demonstrates confidence and good audience rapport.	Adequate confidence and audience rapport.	Very little audience rapport.
<b>Use of Notes and Visual Aids</b>	Effective use of notes and supporting aids.	Good use of notes and supporting aids.	Frequent reference to notes. Some supporting aids used.	Key cards ineffectively used No supporting aids

Public speaking evaluation forms - **public speaking facts** that'll have you pitching perfect speeches.

## CHAPTER EIGHT - FOREWARNED AND FOREARMED

Public speaking facts? Are they subjective perceptions and opinions or objective facts? Unsure of what to listen to?

Public speaking rules can be quite simple - research thoroughly, prepare well and present dynamically!

Follow these simple rules.

We can't promise to allay your fear of public speaking entirely, but with the guidelines below, you'll be forewarned and forearmed - giving you the confidence to deliver a great address.



### POTENTIAL PROBLEM

### LIKELY SOLUTION

You will be at your most nervous in the 15 minutes leading up to your speech

...so take five deep breathes during this time [breathe in for four counts, hold for seven counts and breathe out for eight counts] - it forces you to focus on something other than your nerves

The initial couple of minutes of your speech will be the most stressful

...so prepare the first five minutes of your speech really well - you'll set the right tone and create a great impression ... cool, calm and collected ... and after that you'll have settled into your speech

Your mind will conjure up a long list of potential things that may go wrong

...so choose the worst top three potential problem and create anticipated solutions - "I'm sure I'll forget my words"; "No, hang on - I have my speech outline on key cards to help me through any tricky moments"

You may feel a little wary of your audience initially

...so it helps to arrive relatively early and chat informally to some individuals in your audience - you'll see that they are sensible people who are interested in what you have to say

You may feel that you are not qualified or knowledgeable enough to present this address to your audience

...so prepare you content exceptionally well and remember that you are the expert - after all they invited you to speak to them today

## Find The Words – How To Say It Best

You may want to rush up and "get this over and done with"	...so	don't! Take your time as you walk to the podium; take a moment to look at your audience; take one or two deep breathes - pause to collect your opening line - and only then should you begin speaking
Your <u>body language</u> may distract your audience from the excellent content in your speech	...so	assume a balanced stance with your weight evenly distributed on both feet - it will minimize swaying and rocking
You may feel that you don't look the part	...so	take note of <u>color and clothing criteria</u> so that you are dressed for success

Public speaking facts - arm yourself, put our contingency plans in place and you're good to go!

Public speaking is important and you're sure to present a great speech with poise and eloquence.

## CHAPTER NINE - EFFECTIVE SPEECH PREPARATION

**Speaking skills** are very important when you deliver a speech.

The delivery of your speech consists of **verbal** and **non-verbal communication**.

Polish your verbal communication with the **self-evaluation checklist** [you may want to ask a good friend to complete the checklist too, for an additional, objective constructive opinion].

Focus your attention on the ultimate speaking skills that will enhance your message.

Nothing beats preparation - work at it and then relax and enjoy presenting your great speech!

### SELF-EVALUATION CHECKLIST

		Self-evaluation [tick the most appropriate one]
<b>Voice Volume</b>	<ul style="list-style-type: none"> <li>Do not speak too softly or too loudly.</li> <li>Vary your voice volume to emphasize your meaning.</li> <li>Project your voice so that it fills the speech venue.</li> <li>Use the muscles of your diaphragm to support your breathing and projection.</li> </ul>	<ul style="list-style-type: none"> <li>Varied, clearly and audible and appropriate</li> <li>Satisfactory</li> <li>Too loud or too soft - not varied</li> </ul>
<b>Speaking Rate</b>	<ul style="list-style-type: none"> <li>Most speakers tend to speak too quickly because they are nervous.</li> <li>Make a conscious effort to slow down.</li> <li>Do not be afraid to pause. A pause can give your audience the time to "take in" the information that they are hearing for the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Well paced</li> <li>Satisfactory</li> <li>Too fast or too slow</li> </ul>
<b>Vocal Pitch</b>	<ul style="list-style-type: none"> <li>A consistently high-pitched voice detracts from your message.</li> </ul>	<ul style="list-style-type: none"> <li>Varied, well modulated</li> <li>Acceptable</li> </ul>



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	<ul style="list-style-type: none"><li>• Make a determined effort to lower your voice if you have a high-pitched voice.</li><li>• Similarly, a low-pitched drone can also be monotonous. Vary your voice pitch and try to keep your voice at a level that is pleasing to most human ears.</li></ul>	<ul style="list-style-type: none"><li>• Too high-pitched or too low and monotonous</li></ul>
<b>Voice Tone</b>	<ul style="list-style-type: none"><li>• Adopt a natural, friendly tone.</li><li>• Don't adopt a very artificial, academic or lecturing tone.</li><li>• Converse <b>with</b> your audience - rather than speaking <b>at</b> them.</li></ul>	<ul style="list-style-type: none"><li>• Natural and pleasant with varied emotive effect</li><li>• Reasonable</li><li>• Artificial - not varied</li></ul>
<b>Vocal Vitality</b>	<ul style="list-style-type: none"><li>• Try to develop a voice that has a rich timbre that is expressive and uses emotion effectively to enhance your message.</li></ul>	<ul style="list-style-type: none"><li>• Powerful and dynamic</li><li>• Reasonably expressive</li><li>• Monotonous and flat</li></ul>
<b>Articulation</b>	<ul style="list-style-type: none"><li>• Speak distinctly and clearly. You must never mumble.</li><li>• Practice so that you can eliminate "um, ah, like, er" from your <i>speaking skill</i>.</li><li>• You may think that they win you time - in actual fact - you appear hesitant and anxious.</li></ul>	<ul style="list-style-type: none"><li>• Clear and distinct</li><li>• Reasonably clear</li><li>• Mumbling and inarticulate</li></ul>

Try these **fun tongue twisters** below to improve your articulation.

- She sells seashells on the seashore.
- Red lorry, yellow lorry.
- The sixth sergeant's sixth son's sick.
- Betty bought a bit of butter but she found the butter bitter so she bought a bit of better butter to make the bitter butter better.

## CHAPTER TEN - SPEECH INTRODUCTIONS – GET IT RIGHT

A polished **speech introduction** is within your reach.

Have you been approached to introduce a speaker? Not sure exactly what to do? No problem!

How to introduce a speaker is not always general knowledge - but with a few guidelines, tips and techniques, you'll get it spot on.

Not only will you become more comfortable with introduction speeches, but you will have developed a valuable life skill.

Happy introductions - you'll get it just right.



### HOW TO SPEECHES - INTRODUCTORY SPEECHES

#### WHO

- If you have been asked to introduce the guest speaker, remember to introduce yourself first.
- Give your name, surname and your title or position within the organization.
- Guard against assuming that everyone knows who you are.

## Find The Words – How To Say It Best

### WHY

- An effective and well-structured introduction sets the tone and focuses the audiences' attention - it is their cue to settle down.
- It also has the added benefit of whetting the audiences' appetite.
- Aim to keep your introduction short and to the point - don't encroach on the speaker's time or content.

### WHAT

- A meaningful introduction will tell the audience who the speaker is, why they will be listening to the speaker's address and what the speaker will be talking about in their presentation.
- Remember; don't be tempted to "steal their thunder".

### WHEN

- Check with the speaker first. Are they ready, have they set up and tested all visual aids and are there any last minute glitches to sort out?
- Always make sure that there is a carafe of water and a glass on the podium.
- Make your way to the podium, pause for a while as the audience settles and present your introduction.
- As nerve-racking as it may be - don't rush to your seat.
- Wait at the podium, lead the applause and shake the guest speaker's hand.

### HOW

- **Ask** your guest speaker for a brief outline of their curriculum vitae to use as the "research" for your speech.
- **Find** out the exact pronunciation of the speaker's name and surname.
- **Determine** their position and title.
- **Highlight** the salient points that make them a knowledgeable speaker.
- **Be** positive and encouraging.

## CHAPTER ELEVEN - TYPES OF SPEECHES – MAKING IT SIMPLER

There are a myriad of genres and categories. Where do you start?

Most speeches can be divided into **three broad categories**. The three categories are generally **based on your intention and purpose** in presenting a speech.

Do you want **to inform** your audience?

Do you want **to educate** your audience?

Do you want **to entertain** your audience?

OR perhaps a **combination** of all of the above neatly **wrapped up in one great speech**?

### SPEECH TYPES

#### **Do you want to inform your audience?**

If your intention is to inform your audience, you will be aiming to impart knowledge and key facts about specific topics for speech.

This type of speech tends to be well researched and the facts must be structured around a logical informative speech outline.

Will you be introducing a guest speaker or perhaps presenting a demonstrative speech? In these examples, your aim will also be to inform your audience.

Similarly, school speeches, thank you speeches and even funeral speeches aim at offering the audience information.

This information in turn, may be presented as a content speech, words of acknowledgement or even words of tribute.

## Find The Words – How To Say It Best

### **Do you want to educate your audience?**

Your intention in this genre of speech is usually to make your audience aware of relevant information so that they learn something in the process and possibly make relevant changes.

Leadership speeches, graduation speeches, motivational speeches and persuasive speeches often fit neatly into this speech category.

They aim to leave the audience with a message that may evoke a specific behavior change or paradigm shift.

### **Do you want to entertain your audience?**

Special celebration speeches impart information - but at the same time they need to entertain the audience too.

Entertaining speeches don't always have to be funny - but they should provide some relief for the audience - especially if there has been a long list of speakers on the evening.

If a humorous speech suits your personality then go for great funny speeches!

A clever poem, some rhyming verses and even incorporating clever quotes into your birthday speeches, wedding speeches, retirement and anniversary speeches can add the entertainment value.

Very often, a really good speech incorporates certain element of all three categories - informing, educating and entertaining the audience.

And remember - where possible - keep it short and simple.

## CHAPTER TWELVE - INTRODUCTORY SPEECH TEMPLATE

Sample introductory speeches can be clearly exemplified with an introductory speech for Usain Bolt.

Who will ever forget his moment of glory as he did his victory lap after winning 3 gold medals and smashing world records at the Olympics?

Take a look, read, adapt and in record breaking speed you'll have an attention grabbing introductory speech.

### INTRODUCTORY SPEECH - USAIN BOLT

Good morning Ladies and Gentlemen,

**It is both an honor and a privilege to be able to introduce you to a role model of note, a man of distinction** - Usain Bolt.

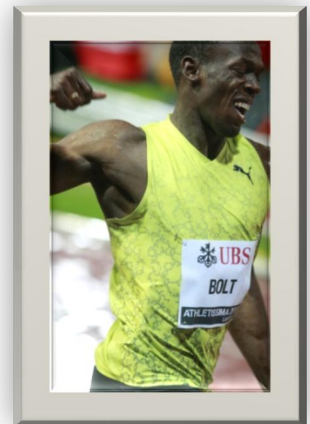
Usain Bolt **is a** Jamaican sprinter **and he was born on** 21st of August 1986.

Usain **has distinguished himself as a** world class sprinter and he holds the Olympic and World Records for the 100 meters in 9.69 seconds and the 200 meters in 19.30 seconds.

Usain **has taken his level of excellence one step further** - and together with his teammates - he also won the 4X100 meters relay in the amazing time of 37.10 seconds.

**What makes** Usain's **achievements all the more remarkable is the fact that they were** all set at the 2008 Summer Olympics.

Usain **became the first man** to win all three events at a single Olympics since Carl Lewis in 1984 and the first man in history to set world records in all three events at a single Olympics. **His name and his achievements in** sprinting have **earned him the media nickname** "Lightning Bolt".



**I am sure that you all know a great deal about his public sprinting life, but there is more to** Usain **than just** running.

[Great sample introductory speeches always show the speakers human side too.]

## Find The Words – How To Say It Best

Usain **enjoys** dancing **and he is often described as a laid-back and relaxed character.**

**The first sport to interest him was** cricket **and he said that if he was not a sprinter, he would be** a fast bowler **instead. He is a fan of** Sachin Tendulkar, Chris Gayle and Matthew Hayden.

**Ladies and Gentlemen, I'm sure you will agree that the world of** cricket **has lost out - but the world of** sprinting **has gained a legendary role-model.**

**Please join me in welcoming** Usain Bolt **to address you this morning with his words of wisdom.**



Introductory speeches are based on less-is-more approach.

Your introduction speech should welcome and honor your guest speaker, not steal their limelight.

## PART TWO – WORDS OF WELCOME

Most speech occasions, whether they are formal speeches at a conference or more informal speeches at a dinner party, need to be prefaced by a warm word of welcome.

It sets the tone, creates the right setting and “breaks the ice”.

There are so many different celebrations and events and by implication, so many different words of welcome.

But they all have similar themes running through them.

Take a look at the different sample speeches and templates in the chapters that follow for great ideas that you can use “as is” or “mix and match” to suit your needs.



## CHAPTER THIRTEEN - WELCOMING WIZARD WHIZ

A **welcome address speech** - **discover** the secret, **learn** the **welcome-acronym** and **assume** the **role** of a confident and **poised speaker**.

It's that easy! Follow the guidelines below; visualize them in our example of a welcome speech and then apply the guidelines to suit your personal welcome speech needs.

That's it - Welcoming Wizard Whiz 101 done - you **graduated with flying colors!**

### WELCOME ACRONYM

**W** **Welcome** - **dignitaries and special guests by title and surname, where relevant and appropriate**

**E** **Everyone** - a general welcome encompassing all attendees

**L** **Learn** - the audience should briefly learn why they are attending the occasion or address

**C** **Company** - identify the company and a brief insight into its vision, aim or purpose

**O** **Occasion** - elaborate on the occasion in more detail

**M** **Meaningful** or relevant quote - possibly include an apt quote

**E** **End** - conclude your welcome address speech in a one-liner

### WELCOME ACRONYM IN ACTION

Good evening Professor and Mrs. Smith, Chairman of the Board of Governors, Board Members, Honored Guest and Advocate Green from [insert details].

May I take this opportunity to welcome you all, and to extend a further word of welcome to everyone here this evening.

The Opening Day of our [insert details] is certainly a moment that we should all savor and enjoy. If you take a quick look around you, I'm sure you will all agree that our organization has come a long way in the last few months.

## Find The Words – How To Say It Best

It all started as a dream. **[Insert name of company]** envisioned the dream of establishing a world class institution; a company that would mold and guide future generations of enlightened minds.

We would like to extend our gratitude and thanks to all the role players that have made it possible for the dream to become a reality. Tonight marks this occasion - the Opening and Commencement Ceremony of **[insert details]**.

In the movie Butch Cassidy and the Sundance Kid, Butch says, "Sundance, when we're done, if he is dead, you're **welcome to stay!**" Well, rest assured, such extreme measures are not needed here tonight.

You are all most **welcome to stay** here this evening. I hope you enjoy the rest of the evening's program and thank you for sharing this special event with us.

---



You **welcome address speech** should be brief and concise as you aim to welcome the members of the audience and special guests.

If you are the only keynote speaker of the evening, then the welcome speech could preface your actual formal presentation.

You are welcome to use the welcome-acronym...hope it sparks your creative ideas!

## CHAPTER FOURTEEN - A WELCOME SPEECH TEMPLATE

**Welcome speeches** - go for **wise, witty** and **wild welcome** words and **whet** your audience's imagination!

Vague and whimsical or **well prepared** and **wonderful**? Words of welcome are well worth the extra time and preparation.

Wow your audience as a welcoming wizard whiz.

### SAMPLE OF A WELCOME SPEECH

A warm welcome to **[insert specific details of the group's composition - family and friends / colleagues / special guests / ladies and gentlemen etc]**

Today is the **first / not the first** of many such gatherings and hopefully we will all continue to forge important **relationships / friendships / opportunities** as we share this magnificent **[insert details of the event]** occasion.



One can't always tell the exact moment when **relationships / friendships / opportunities** are forged, but this I can tell you...

It is at occasions such as tonight when we come together to share a common **celebration / goal / vision** that we often **start / continue** on our journey towards something remarkable and if guests are like flowers...well, then you'd be the exact **bunch / bouquet** that I would pick to share tonight with.

May we all **value / cherish / gains something of importance from** the time that we spend together; may we grasp it with both hands and make our own **wonderful memories / opportunities** to carry with us in the years still to come.

---

You set the tone to an event that promises to be worthwhile and enjoyable.

That's it - you're done! Relax and enjoy the occasion.

## CHAPTER FIFTEEN - RELIGIOUS WELCOME SPEECH

**Religious welcome speeches** that encourage and make your congregants and visiting guests feel welcome, are an incredible introduction to set the tone for a meaningful and positive opportunity for fellowship and worship.

A church welcome speech need not to be very long - you need to create an atmosphere that is warm, welcoming and conducive to fellowship shared.

A welcome speech is a great starting point.

Religious expression tends to be quite personal - so go ahead...use it as a guideline, add a bit or change it to suit your needs.

This is one speech that you can't get wrong - speak from your heart, be sincere and feel His Presence surround you.

### CHURCH WELCOME SPEECHES

Dear Friends, Guests, Brothers and Sisters,

May I take this opportunity to welcome you all here today on behalf of **[insert name of place of worship]**.

It is wonderful, as always, to see all the familiar faces of our friends and all the special members of our congregation. I know that you all join me this morning in extending a heartfelt and sincere welcome to all our new members and any visitors who may be joining us today. Welcome one and all.

May this Ministry and its congregation offer you the opportunity to grow spiritually.

We trust that the message today will uplift and encourage you as we share together in fellowship. May your burdens be lifted, may you feel comforted and as the lord reveals His plan and purpose in your lives, may you be inspired and encouraged to become active and involved in one of the many ministries that this body has to offer.

Be encouraged with God's Word: John 15:5

"I am the Vine, you are the branches. If a man remains in Me and I in him, he will bear much fruit"

God bless you and keep you - may His light continue to shine upon you.

## Find The Words – How To Say It Best

Religious welcome speeches are like welcome back to school speeches and welcome to the family speech –

- speak from your heart,
- emphasize your message with positive body language
- and smile so that a twinkle reaches your eyes too!



## CHAPTER SIXTEEN - CHURCH WELCOME SPEECH

A **church welcome speech** - inviting, encouraging and gracious - just as it should be.

Your welcome speech to church events is a fantastic opportunity to put everyone at ease and to create an amazing spiritual atmosphere for worship and fellowship.

### RELIGIOUS WELCOME SPEECHES

Good morning and a **warm word of welcome** to everyone who has been able to join us this morning.

What an amazing day and what a fantastic opportunity for us all to come together to share in fellowship and praise.

We **welcome you** one and all ... with open arms, a smile and fellowship - just as we welcome every morning with a smile.

May we look upon this special occasion today and **welcome every other new day**, as yet another special gift from our Lord and Creator. May we see today as yet another wonderful opportunity to draw ever closer to His Grace and His Light.

Psalm 119 : 105 says, "Your word is a lamp to my feet and a light for my path." May God's virtue surround us all in his Light. His Word lights our paths and guides us as He illuminates our way.

Thank you for sharing today with us - we hope that the fellowship and love that you experience here today with us will continue to echo in your lives in the days and years that lie ahead.



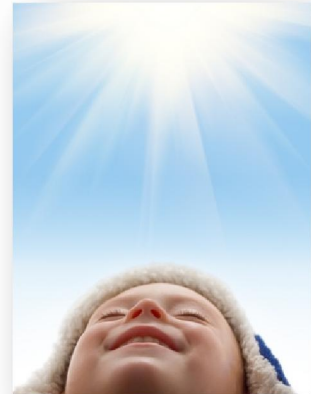
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A church welcome speech - warm and inviting as a welcome speech address should be.

## CHAPTER SEVENTEEN - WELCOME EXTENDED AND EMBRACED

Our **welcome extended** to you –

- add your special touch and personalize the welcome speech template and truly make it your own.
- your **winning welcome words** will make sure that a warm welcome is extended and embraced.



### SPEECH WELCOME

Today is a special day in so many ways.

We feel exceptionally blessed and fortunate to be able to share today with all of you.

An extra special word of welcome must go to all our friends, family and generous guests who have traveled far and wide to share today with us - we literally appreciate you going the "extra mile".

Speaking of miles, we have all come a long way together.

Some of you have been around and part of our **[family / community / society / group / church / school / business]** for a long time, while others may have only been welcomed more recently.

However, we are without a doubt, especially grateful that you are all here today sharing in this special occasion as we celebrate **[insert name and brief details of the occasion]**.

Our hope is that you will enjoy the day with us, that we will strengthen the bonds and fellowship that binds us all together.

May we all take the opportunity to re-affirm and confirm how lucky we are to be amongst each other, next to each other and part of each other's lives.

Long may our friendship and fellowship continue.

---

## CHAPTER EIGHTEEN – WELCOME TO THE PARTY

**Welcome to the party speech** - one less thing to worry about as you plan your amazing party celebration.

Your guests will expect a *welcome speech* and they will be pleasantly surprised... and grateful... if you focus on the **quality** and not the quantity of your words.

So, prepare a **simple, short and effective welcome wish** - and then focus on planning all the other fun party celebrations - music, excellent food, creative decor, dress code and the theme!

A warm welcome - done!

Let's party!

### WELCOME SPEECHES FOR PARTIES

Good Evening,

A warm word of welcome to everyone tonight as we celebrate **[insert event or occasion]**.

Tonight is an exceptional evening - I am so glad that so many special people have been able to join us this evening.

As, always, to absent friends - we still miss you.

But, tonight is all about celebrating!

**It brings to mind the all too true words that at times, we should "dance like no-one is watching"!**

And tonight **is** one of those nights!

Let's capture some magical moments, let's create happy memories and let's surround ourselves with laughter and friendship as we celebrate this special occasion.

Have fun, thank you for joining us and go on...dance a little...like no one is watching!



---

An example of a welcome speech for a party - short, to the point and most importantly...welcoming!



## CHAPTER NINETEEN - TEACHING WELCOME WORDS

A **teacher's welcoming speech** is a great opportunity to set the tone - here's to an amazing and happy academic year.

Find the right words and you'll win them over with your warmth and optimism.

### WELCOME TO THE PARENTS

The **Dalai Lama** once reflected that old friends move away and new friends appear. He continued to note that changing friendship and relationships are just like days.

An old day passes and a new day arrives. An old school year makes way for a new academic year.

The importance thing, however, is to **make it all meaningful**. Make meaningful friends and relationships and work towards making every day ... a meaningful day!



This is my aim and my goal as I **welcome you all to a new year**.

The year may bring with it many challenges - a new teacher, for some a new school, perhaps some unfamiliar faces or a friend from last year who is now in a different class?

We will all need to establish new relationships ... teacher-student relationships; teacher-parent relationships and even new friendship relationships amongst peers.

The challenges are likely to extend in new academic skills that need to be developed; boundaries that need to be stretched and interpersonal skills that will continue to develop as we welcome in each new day.

My hope is that we will all **work together** to make each and every day a meaningful, productive and happy day.

May we face the year positively, respectfully, diligently and determinedly and may we carry all our friendships and relationships; our work ethic and enhanced academic skills with us in the years that lie ahead.

May I end with a warm smile from me to you - because a smile is a universal welcome that often says it best ... without saying anything at all.

## CHAPTER TWENTY - A WELCOME POEM

**Welcome poems** are a great way of saying welcome to the family or even for religious welcome speeches.

**Welcome poems** and **words of wisdom** add that personalized extra touch to a **welcome basket** or even **welcome banners**.

### WELCOME POEMS

Today is a special and memorable occasion ...  
one that we will remember in the years ahead.

We would like to **welcome** you to **[insert occasion or event]** -

May the excitement of today enthuse you,

May its enchantment surround you,

And may the fellowship that we share,

create happy memories and smiling, magical moments.



**[Insert occasion or event] ...**

An incredible and important occasion!

We would like to extend a **warm welcome** to you, one and all,  
grateful that we are able to come together,  
and privileged to be sharing this wonderful experience.

It is an honor to be surrounded by so many special people ...  
and to be blessed in the fellowship of this gracious occasion.  
May the magical moments be many and memorable.

---

A **welcome poem** is also perfect to include with a farewell speech or a sample thank you speech.



## CHAPTER TWENTY ONE - WELCOME TO A NEW YEAR

There's something about a new year, isn't there?

It lies ahead bright with possibility and with dreams ready to be explored and attained. You can play your part in this magical moment with your welcoming words.

Adapt the template to suit your needs. Either way - you've got it covered.

### WELCOME SPEECH

The year at **[insert name of school or institution]** is about to commence and I would like to take the opportunity to welcome you all.

The **[insert name of profession]** profession can be likened to a great big canvas and this year we would like all of you to throw as much paint as they can on the canvas of **[insert details]**. In my welcome speech I appeal to all of our stakeholders to value and uphold the importance of intrinsic motivation.



This year I have no doubt that we will throw ourselves into **[insert details]**, we will make the most of the canvas of opportunity that we are offered and we will paint the goals that we collectively aspire to.

I have no doubt that if we remain motivated, then we will achieve our goals. Our **[company/club/profession, institution]** is sound, creative and innovative and together with

**[insert details]**, we will all **help** to make this a reality.

Help! Four letters that can mean so much. Four letters that can be seen as a dynamic, planned action - or as a plea!

This year, we will continue to tirelessly take action to **[insert details]**. The Board of Governors will continue to take action to help strategically plan towards ensuring a sound and innovative future for **[insert details]**.

May I take this opportunity to thank each and every one of you for your continued professionalism, excellence and dedication. It is your motivation that will help to create a year that is bright with embraced opportunities.

We exemplify that they cannot merely sit back – we realize the value of proactive action to help ourselves!

## Find The Words – How To Say It Best

Help! Four letters that mean so much.

We must help ourselves so that ultimately we can help others. Each individual here today will need to help.

- We will need to help each other.
- We will need to help the environment.
- We will need to make sense of the world when sense and reason go missing.
- We will need to help solve problems through innovation and invention.
- And, we will need to help turn indifference into motivated, helpful action.



This year, may we all make the most of the fantastic opportunities that we will be exposed to?

Throw as much paint as you can on to the canvas of this year.

---

You will wow them with your wonderful welcome speech - way to go!

## CHAPTER TWENTY TWO - WELCOME TO THE FAMILY

**Welcome to the family speech** - everyone deserves to be greeted with a smile and none more so than a new member to a family!

Let's face it - welcoming words, a warm hug and a friendly smile - such a wonderful welcome and a great foundation to build future relationships on.

So, speak warmly, smile broadly and make sure that the twinkle sparkles in your eyes too.

### WELCOME TO THE FAMILY

Family - the word embodies so much and has so many feelings and emotions associated with it - love, fellowship, dreams fulfilled and troubles shared emotional, physical and spiritual support.

We strive to do all of these things, and for the most part, we get it right...and on the odd occasion when we don't - our disagreements are still underpinned by mutual respect and a willingness to listen and resolve concerns.



And this is what we offer you as we welcome you unreservedly and unconditionally into our family.

We are so glad that you have fallen in love with **[insert name]** and we have no doubt that our family - of which you are now an important part - will go from strength to strength.

Our hope is that you share your wonderful qualities that we have come to admire with us, and that you will be cocooned in our happiness, affection and love.

If **[wives, husbands, girlfriends, boyfriends, partners]** were flowers - you'd be the one we'd pick.

Welcome and much happiness - always!

---

Welcome to the family speeches, words to build and cement relationships.

Say them often. Positive affirmation - we can never get too much of it!

## PART THREE – WORDS OF THANKS

A thank you speech is a must!

Everyone loves to be thanked.

Convey your heartfelt appreciation with a polished and well presented thank you speech.

An anniversary, birthday, graduation, retirement party, confirmation, bar mitzvah and even christening - take the time to say thank you to your guests for sharing your special day with you.

A perfect ending to a magical day? A polished thank you speech!

## CHAPTER TWENTY THREE - UNIVERSAL THANK YOU SPEECH

### SAMPLE THANK YOU SPEECH

Our warmest thanks and appreciation to you one and all

Ours was an [anniversary / wedding / birthday / graduation] celebration of note!

We are exceptionally blessed and fortunate -

We shared our special [anniversary / wedding / birthday / graduation] day,

With so many friends and family, all so dear to us.

Thank you for being part of our lives,

Thank you for supporting and celebrating our lives with us over the years -

Ours was a [anniversary / wedding / birthday / graduation] made all the more special,

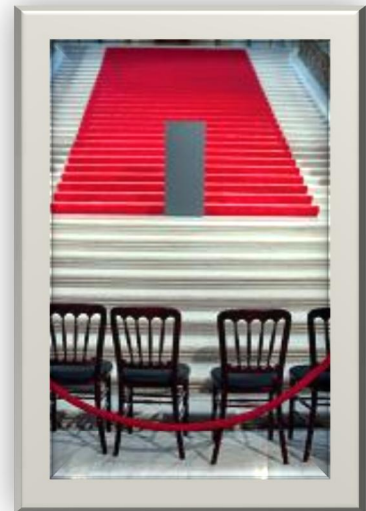
Because we were able to share it with you.

We will always hold you close to our hearts,

We will remember today very fondly,

As we hope to share many more...

Wonderful, celebratory milestones with you.



---

In the sample thank you speech - change the pronouns "we, our, us" to "I, my and me" and you can present your speech from an individual's perspective.

---



## CHAPTER TWENTY FOUR - POEMS TO PERSONALIZE AND ADAPT

Poems to say thank you are a great way to express your gratitude simply and effectively! Are you looking for business thank you cards, words of wisdom to say thanks for coming or just a few lines to give you the inspiration you need to create your own words of appreciation?

### WORDS OF WISDOM AND APPRECIATION

My thanks I extend to you -  
for the kindness you have shown,  
for the support you willingly offered,  
and for the hand of friendship extended.

---

What a wonderful occasion we all celebrated today,  
And now I have the privilege to gratefully say,  
Sincere thanks and heartfelt appreciation to you one and  
all,  
for sharing this special day with us - in years ahead ours  
fondly to recall ...

Thank you for coming - you made it all the more  
memorable

We loved having you here - friendly, willing and able!

---

Our thanks and gratitude we'd like to express,  
It really meant a lot and yes we must confess,  
Your wonderful words, actions and deeds have left a lasting impression,  
You are an asset to yourself, your company and your profession!

---



## Find The Words – How To Say It Best

Poems to say thank you are extra special on photo thank you cards.

### CHAPTER TWENTY FIVE - QUOTES TO SAY THANK YOU

Quotes to say thank you...always appreciated...always necessary and always enduring!

We have a great deal to be thankful for and gratitude should form an integral part of our lives on a daily basis.

Thanks should be shared!

Don't keep your feelings of gratitude to yourself. Tell someone who made your day, just how much it meant to you; just how much you appreciated their thoughtfulness.

A thank you note - express your feelings and watch the magic work!

### THANK YOU CARD QUOTES

Let us be grateful to people who make us happy;

They are the charming gardeners

Who make our souls blossom.

Marcel Proust

---

I would thank you from the bottom of my heart

But for you, my heart has no bottom.

Unknown

---

Thank you for the good times,

The days you filled with pleasure.

Thank you for fond memories

And for feelings I'll always treasure.

Karl Fuchs

---



## Find The Words – How To Say It Best

Kindness is the language which the deaf can hear-

And the blind can see.

Mark Twain

---

Feeling gratitude and not expressing it -

Is like wrapping a present and not giving it!

William Arthur Ward

---

How beautiful a day can be...

When kindness touches it.

George Elliston

---

Gratitude is when memory is stored in the heart ...

And not in the mind!

Lionel Hampton

---

I awoke this morning with devout thanksgiving -

for my friends - the old and the new.

Ralph Waldo Emerson

---

Thanks for being my friend

Thanks for thinking about me

Thanks for caring about me

Thanks for everything you did for me...



## Find The Words – How To Say It Best

You shouldn't have - but I'm so glad you did!

Unknown

---

Gratitude makes sense of our past

Brings peace for today

And creates a vision for tomorrow

Melody Beattie

---

Unselfish and noble actions -

The most radiant pages in the biography of souls.

David Thomas

---

How far that little candle throws his beams!

So shines a good deed in a weary world!

William Shakespeare

---

We cannot do great things on this Earth,

Only small things with great love.

Mother Teresa

---

Quotes to say thank you - you can never say thank you too often!

## CHAPTER TWENTY SIX - THANK YOU CARD POEMS

Thank you card poems - simple messages to help you express your thanks and appreciation - understated and elegant.

There is no better time than now to say thank you to show your heartfelt appreciation and gratitude.

Thoughtfulness appreciated - you'll be a winner every time with special quotes to say thank you and your gracious thanks.

### THANK YOU CARD POEMS

There is no better opportunity to receive more ...  
than to be thankful for what you already have.

John Rohn

---

Thank you for ...  
letting me know that you made similar mistakes -  
for always being real and accessible to me  
and for understanding

---

Thank you for ...  
building my self worth and for teaching me first and  
foremost  
to value myself -  
through valuing myself I have learnt to  
respect and value others

---



## Find The Words – How To Say It Best

Thank you for ...

offering me hope in my life -

your faith in me has been constant and ever present,

enduring and liberating

---

Thank you for ...

your irrepressible sense of humor -

it has helped me endure heartache and hardship

and allowed me to see the joy

that life has to offer

---

Thank you for ...

being my wife -

you encourage our love and commitment to each other,

you taught me to love and to learn,

you made me want to be a better person

---

Thank you for ...

your patience and perseverance -

you taught me that taking baby steps is ok,

that success isn't immediate,

that when dedication and commitment prevail ...

---

## Find The Words – How To Say It Best

then my endeavors will endure

---

Thank you for ...

being my role model -

I have looked up to you through

adventure and adversity,

for your advice and your intuition,

as a confidante and a friend

---

Thank you for ...

your passion for life - your love for life has  
taught me to ...

see moonlight and moonbeams,

that peace and kindness are worth striving for,

that leprechauns and magical moments

are in the eye of the beholder ...

and that daunting crossroads are

fantastic opportunities awaiting

---

Thank you for ...

your forgiveness -

your example taught me forgive and to let go,

to move on but not always forget,

to embrace the celebration of life ...

---



liberating and humbling and embracing

---

## CHAPTER TWENTY SEVEN - THANK YOU IN SPANISH

Thank you in Spanish - say thank you in different languages and go the extra mile to show your appreciation and gratitude.

The **thank you note examples** - firstly in English and then directly below translated into **Spanish**, can be adapted and applied to most occasions requiring quotes to say thank you.

### THANK YOU NOTE EXAMPLES

Our warmest thanks and appreciation to you one and all

**Nuestro más cálido agradecimiento para cada uno de ustedes**

Ours was an [anniversary / wedding / birthday ] celebration of note!

**Lo nuestro fue una celebración trascendental [aniversario/matrimonio/cumpleaños]**

We are exceptionally blessed and fortunate –

**Estamos excepcionalmente bendecidos y somos muy afortunados**

We shared our special day,

**De compartir este nuestro día tan especial**

With so many friends and family, all so dear to us.

**Con tantos amigos y familia muy queridos.**

Thank you for being part of our lives,

**Gracias por ser parte de nuestras vidas,**

Thank you for supporting and celebrating our lives with us over the years –

**Gracias por su apoyo y por compartir nuestra vida a través de los años-**

Ours was a [anniversary / wedding / birthday ] made all the more special,



**Esto hace que nuestro[aniversario/ matrimonio/cumpleaños] sea muy especial,**

Because we were able to share it with you.

**Porque pudimos compartir con ustedes**

We will always hold you close to our hearts,

**Los tendremos siempre junto a nuestros corazones**

We will remember today very fondly,

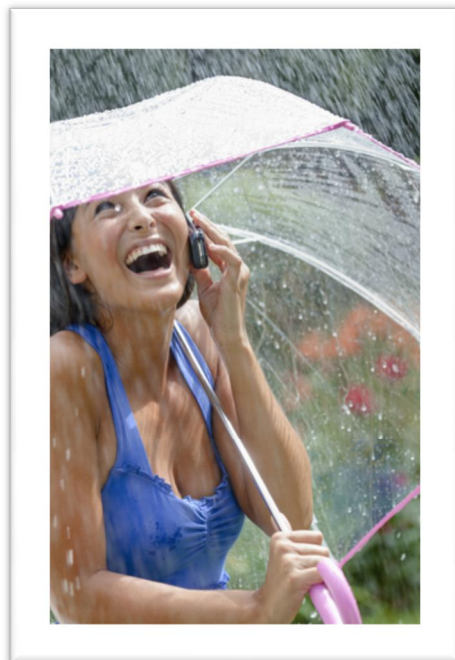
**Recordaremos este día con inmenso cariño,**

As we hope to share many more...

**Y esperamos poder compartir muchos más...**

Wonderful, celebratory milestones with you.

**maravillosos acontecimientos de celebración con ustedes**



A thank you speech is always time well spent and message that everyone loves to receive...go on...take the time and show you care!

## Find The Words – How To Say It Best

A special word of thanks to a special friend for helping me with this translation - as always you are a star!

### CHAPTER TWENTY EIGHT - THANK YOU AFTER AN INTERVIEW



Thank you letters after an interview - the final professional courtesy to seal the deal and get you the job you want!

You need sample letters of motivation to sell yourself succinctly and then you need a well structured thank you note for the interview opportunity to create a lasting impression.

A thank you note example should be polite and respectful and acknowledge your gratitude for the opportunity you were afforded.

### THANK YOU NOTE FOR INTERVIEW

[Write your own address here]

The Director

[insert correct title here]

ABC Company

[adapt address as needed]

Private Bag 17

Durham Grove

555287

## Find The Words – How To Say It Best

Dear Mr./Mrs.

[insert name]

I would like to take this opportunity to thank you and [insert name of the company] for affording me the opportunity of attending an interview on [insert date] for the position of [insert job title or description].

Your invitation to attend an interview was most welcome and I valued the additional insight that I gained about your company - insight that went beyond the research that I had conducted independently.

May I also extend my thanks for the opportunity to meet some of the stakeholders in the company and to raise any questions that needed further clarification during the interview.

Interviews can be perceived with a certain amount of apprehension. However, I would like to express my appreciation for the interview that I attended. I was certainly made to feel at ease and comfortable.

Yours sincerely,

**Paul Jones**

Paul Jones

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Thank you letters after an interview - the final ace up your sleeve!

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## **CHAPTER TWENTY NINE - THANK YOU PASTOR**

Thank you Pastor - express your gratitude and appreciation for an amazing pastor.

Thank you card messages are guaranteed to bring a smile to your pastor's face - so give it a bash and share the warmth and happiness.

For some lovely ideas for the wording of great thank you card poems for your pastor...scroll down.

Read the poem, use it as is, add your own special message and write your message in a beautiful thank you card or incorporate it in a religious welcome speech.

### **POEMS TO SAY THANK YOU**

Thank you...

for your spiritual leadership  
and guidance - our congregation  
is all the more blessed for it.

Thank you...

for your compassion and empathy,  
willingly given in our times of need -  
your words of wisdom and unwavering faith uplift us.



## Find The Words – How To Say It Best

Thank you...

for your selfless example -

you give of your time at a moment's notice...

to people from all walks of life and circumstances.

Thank you...

for a myriad of wonderful qualities -

your calm voice of reason and the courage of your faith and conviction

steadfast and determined to see the best in everyone.

Our congregation has many, many blessings -

for the significant role that you play...

our thanks

always

and

every day.

---

A thank you poem for your pastor can also be read out at the end of a sermon or special church anniversary event.

Remember to say a special word of thanks to all the important people in your lives, especially a favorite teacher.



## CHAPTER THIRTY - THANK YOU TEACHERS

**Thank you poems to teachers** - your words of thanks will be so appreciated!

A lovely hand written card expressing your gratitude will be valued and cherished.

To make difference in a student's life is a remarkable gift - don't assume that your teacher realizes the impact they made in your life - rather tell them.

Finally - you get your chance to have the last word - make it special!

### POEMS TO SAY THANK YOU

A special word of thanks I need to say,

To a terrific teacher in every way...

You taught me core skills, my A's, B's and C's

Some valuable life skills - my 1's, 2's and 3's

You challenged my boundaries - made me push harder

Allowed no complacency; extending me farther...

For the education I gained and the limitations I shed



## Find The Words – How To Say It Best

My thanks to you - making me look straight ahead!

And through all of this, an example you remained

Steadfast and constant - life's lessons ingrained

So to my role model and mentor -one heck of a teacher

Know that the difference you made - in my life will feature!

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Thank you poems to teachers - **you** write them, **they'll** read them...I guarantee you - your teacher **will love** them!

### CHAPTER THIRTY ONE - THANK YOU FOR THE GIFT

A thank you speech and heartfelt words for a thank you note can mean so much. Everyone values being thanked and we all enjoy feeling appreciated.

A thank you note can take just a moment of your time, yet it can brighten the recipient's day immeasurably!

Handwrite your special thank you message - a beautiful handwritten card remains a special gesture and one that is sure to be appreciated.

### THANK YOU SPEECH

Dear \_\_\_\_\_

A special word of thanks I have to say,  
your thoughtful, kind gesture certainly made my day.  
Our days tend to be frenetic - always rushing around  
Yet you searched till the perfect gift you found.

I appreciate, as always, you going the extra mile



## Find The Words – How To Say It Best

unwrapping your gift, brightened my day and made me smile

So in my thoughts you will continue to be,

I so appreciate that you took the time to remember me.

Love,

---

A thank you speech can also be read out loud at a special function - especially if you have the odd butterfly flying around in your stomach.

It is perfectly acceptable, especially if you are feeling a bit emotional, to preface your speech with something like:

" May I take the opportunity to read you the words of thanks that I wrote in my card."