

Appendix 11

HOW TO INTRODUCE A SPEAKER

Proper introductions at a training course are important. Students attending the course expect to hear and see qualified trainers and good introductions help establish prestige for the staff. Here are some suggestions for NRA trainer and guest speaker introductions:

- NRA Trainer
 1. Give the full name carefully. Avoid the use of nicknames.
 2. Describe the trainer's experience: shooting, training, recognitions, or awards.
 3. Describe involvement in NRA.
 4. Describe the trainer's function in the training course and explain why they were selected for the particular assignment in the course.
 5. State their occupation.
 6. Be professional.

- A guest speaker at a training course needs a slightly different type of introduction:
 1. Be brief.
 2. Avoid stale or stilted phrases, such as "This speaker needs no introduction" or "We are gathered here tonight."
 3. Briefly answer the following questions:
 - a. Why is the subject of interest in general?
 - b. Why is it of interest to this particular audience?
 - c. Why is this speaker the one to present it?
 4. Give the speaker a sincere buildup, but don't oversell them.

NRA TRAINING COUNSELOR GUIDE

Appendix 11: How to Introduce a Speaker

5. Make the speaker's name the climax of your introduction by pausing before it, saying it clearly, and raising your voice a bit. "I am pleased to present (short pause) Ms. Gloria Brooks!" Her name is usually recognized as the signal for her to come forward. Don't give it until you are ready for her.
6. Face the audience until you have finished saying the speaker's name, and then quickly turn to the speaker for their acknowledgement.
7. Be sure to thank the speaker after they have finished and, when appropriate, congratulate them on their presentation.