

Public Speaking
Prof. Binod Mishra
Department of Humanities and Social Sciences
Indian Institute of Technology - Roorkee

Lecture: 35
Speeches for Special Occasions

Good morning friends and welcome back to NPTEL online certification course on Public Speaking. In the previous lecture we had discussed the types of speeches and if you could remember well we had talked about informative speeches. My dear friends, information is very important in life but at the same time there are other occasions also which play a vital role in our lives. We come across several situations, several circumstances where public speaking demands speeches of some special occasions.

And that is why the present lecture is titled **Speeches for Special Occasions**. Now, the moment we use the term special you become very curious as to know what sort of special occasions can there be. Of course, as individuals and also as professionals, we come across several occasions where we need or to talk on various issues and when it is for public speaking, naturally the requisites also become different.

So, first we shall see what are these special occasions and what sort of speeches can be delivered for these special occasions? Why is it needed for speech to be presented on special occasions and how we can make special occasions, occasions rather.

(Refer Slide Time: 02:23)

Need for Speech Presentation

- According to Merriam-Webster, speech is “the communication or expression of thoughts in spoken words.”
- Its basic components are **articulation, voice, and agency**.
- There are different types of speeches for different occasions.



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2

If we have a look at what Merriam Webster says about speech---“ it is actually the communication of or expression of thoughts in spoken words”, that we had already discussed previously as well. Now in order to make any speech successful the basic components are articulation we have already talked about how articulation matters, then voice its quality and then there are several agencies which we have also discussed. Now when we talk about different types of speeches for different occasions, not only do the needs vary rather the requirements also vary.

(Refer Slide Time: 03:06)

Speeches for Special Occasions

- These types of speeches are delivered to mark the significance of any special occasion.
- However, there are certain constraints when it comes to the specific occasion.
- These constraints are not absolute.



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3

These types of speeches which you call special speeches are delivered to mark the significance of some special occasions. The special occasions can at times be when you have invited somebody to deliver a talk on a very special event on a very special occasion sometimes when somebody is to receive an award, there also one has to deliver a speech and again when the speech has been delivered or the award has been presented how the other person, I mean, the awardee how he or she responds.

So, there are at times certain constraints when it comes to special occasions and these constraints are not absolute, rather these constraints are very relative. On the right hand side you can see somebody delivering a speech, maybe it is for an award giving ceremony or somebody who has already got the award, and is responding to. Now let us try to categorize these speeches for special occasions.

(Refer Slide Time: 04:39)




My dear friends, in life there is no dearth of occasions and there are certain occasions when we, as speakers, especially as public speakers, we have to enact several roles. Not only is that every now and then we have to give a long speech rather occasions necessitate the length and the time of the speeches. So, if we can divide these special occasions speeches first we can talk about speeches of introduction, then speeches of presentation, and acceptance then keynote speeches, then felicitation or eulogy speeches, commemorative speeches, farewell speeches and vote of thanks.

So, all of you might realize that such occasions also come and when you as a listener go there or to listen or to watch, then sometimes in your own heart of hearts you feel a sort of yearning as if sometimes you may also be asked to give such speeches. So, we shall devote some time on all these categories of speeches and I will also try my level best to provide some of the examples so that you can try also at your own end how you can make your speeches beautiful for many momentous occasions.

(Refer Slide Time: 05:59)

❑ **Speeches of Introduction**

- These comprise a brief introduction of the guest speaker by the host of any ceremony.
- However, it should also have an introduction, body and conclusion.
- The intended speaker should be invited in the concluding remarks where their achievements should be highlighted.



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5

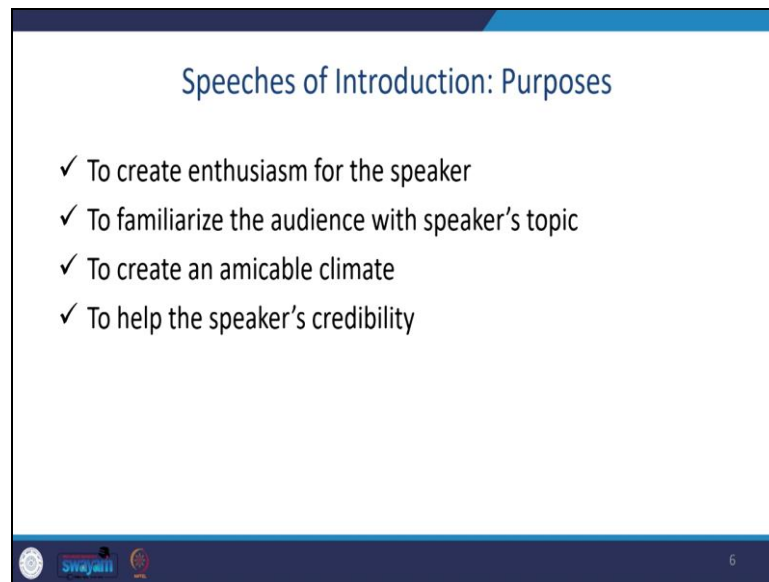
So, the very first is speeches of introduction you might all remember that there are certain occasions where somebody is expected to introduce the guest I mean the guest speaker. Every now and then you are not only going to be the main or the key speaker rather you also have a smaller role to play and that role to play is to introduce the guest and such a speech is called speeches of introduction. At times, people feel as what he or she should say while introducing somebody.

So, such speeches especially speeches of introduction. They actually comprise a brief introduction of the guest speaker by the host of the ceremony. I mean, anyone can be sometimes you can also be given or assign the task of introducing the guest and actually when you have been given this responsibility, you actually try to introduce the guest in such a manner that the guest is accepted. Because many in the audience members do not know the guest and you know well how important is the guest and how important is also the topic on which the guest is going to speak. So, such a speech should have an interaction, body and conclusion. As every speech does have three parts-- introduction body and conclusion depending upon the length, depending upon the exigency of the occasion you can make it short or long.

But usually speeches of introduction are short in nature and the person I mean the intended speaker when I say intended speaker what I mean is the person who is going to be introduced has to be invited in the concluding remarks, where their achievements should be highlighted. Now as a person giving a speech of introduction, you are actually facilitating the audience members making them understand the worth of this person.

And that is why naturally there may be some element of surprise in it, maybe there is some element of curiosity in it. So, when we talk about the purposes of this speeches of introduction.

(Refer Slide Time: 08:46)



So, your role as a speaker there is to create a sort of warmth, to create a sort of enthusiasm. You actually act as a person who is going to break the ice and you are going to familiarize the audience with the speaker's topic, fine. And only after your introductory speech, the speaker is invited but in order to make it more surprising and to make it more creative what you as a speaker do is---- you put the name or you disclose the name of the speaker towards the end but before that you have already talked about his or her achievements.

So, in a way as an introductory speaker you are helping the speaker's credibility. Now, of course, such a speech is very short but very challenging and one must also know some of the cautions which are important while giving a speech of introduction.

(Refer Slide Time: 09:56)

Caution during Speeches of Introduction

- ❖ Be brief and accurate.
- ❖ Pronounce the speaker's name correctly.
- ❖ Avoid heaping too much praise and embarrassing details.
- ❖ Adapt your remarks to the audience.
- ❖ Make your introduction creative and dramatic.

Swayam 7

One has to be very brief as it is this speech of introduction. Also one needs to be careful that the speaker's name be pronounced correctly. How can this be possible because sometimes we have a speaker whose names we do not know accurately, since he may be from a different country, from a different culture. So, it is always better to gather information about that person and one very important caution which one should always be aware of is that even when you are facilitating the speaker, it is better not to heap too much of praise or too much of plaudits about the achievements of the other person.

Sometimes you may know the main speaker, you may also be very friendly to him. So, you might be knowing quite a good or great deal of information about him but try to avoid giving embarrassing details. You must adapt your remarks to the audience and also to the occasion. It is better as I have already said that you make your introduction very creative and dramatic.
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- ❖ Friends, we have a very special guest amidst us today. It is my proud privilege to introduce to you today a cricketer, captain, commentator and coach. In addition to knowing the gimmicks and tricks of the game, today's guest is also credited with writing a very famous book which many of you might have come across. A sports person who has brought international acclaims to the country, he is an all-time inspiration to the lovers of cricket. Many of you might have heard about the hitting of six sixes in six continuous balls of an over. I'm quite hopeful that most of you'll find your time worth hearing Mr. X. Let me not stand between you and the speaker and present to you our esteemed guest, Mr. X.
- ❖ Greetings of the day! It is my pleasure to introduce you all to Mr. Tyler King who is a well-established accountant and gym trainer. He is extremely passionate person with over six medals in weight lifting championships and recipient of the award of the best employee in his bank. Mr. King is the certified personal trainer you will work with to achieve your goals.

8

Now say for example here I have taken two speeches of interaction which can make your task very easier. The very first one is about a cricketer. Now see how the words have been chosen very carefully:

Friends we have a very special guest amidst us today. It is my proud privilege to introduce to you today a cricketer captain commentator and coach. In addition to knowing the gimmicks and tricks of the game, today's guest is also credited with writing a very famous book which many of you might have come across. A sports person who has brought international acclaims to the country, he is an all-time inspiration to the lovers of cricket. Many of you might have heard about the hitting of six sixes in six continuous balls of an over I am quite hopeful that most of you will find your time worth hearing Mr X.

So, it is here that towards the end you are going to disclose the name. I am not taking the name it may be anyone fine.

And now towards the end, the speaker says—“ Let me not stand between you and the speaker and present to you our esteemed guest Mr X.” Now you have seen how carefully the language has been chosen and we have given some achievements about the person, but it is only towards the end that we spelt the name of the person. The second is also an introduction and this is a shorter version where once again, you greet the audience members and then you say-

“It is my pleasure to introduce you all to Mr. Taylor King, who is a well-established accountant and gym trainer extremely passionate, a person with over six medals in weight lifting championships and recipient of the award of the best employee in his bank. Mr King is the certified personal trainer you will work with to achieve your goals.”

So, I have presented here two types of speeches of introduction and based on this you can create many more but see to it that your language is not complicated.

It is simple, to the point and then you talk about the achievements but in a very short way. Now, apart from introductory speeches you can, at times, find that there can be species of presentation. Now when I say speech of the presentation I mean that when somebody has brought some laurels, when somebody has been given an award or is going to be awarded. Now in that condition also somebody is to announce, maybe you are going to announce the name of the person who has got the award.


So, in such a situation also, the speech will be very short but remember well that you need to adapt yourself to the audience. Of course, you must say why this person is important, meaning thereby, since he is going to get the award, what are his achievements for this award what is his qualification for this award. And then also tell the audience members about the award. For example, there are many awards which are given annually, there are many awards which are given in some of the conferences.

There are many awards which are also given from time to time but depending upon the frequency of the award and also of the occasion you actually need to announce the name of the person who is going to get these awards. But one point of caution is very essential because such awards are often given only after a competition is held. So, as a careful speaker you must just in the beginning, you already might have witnessed that people often say that a competition is only a competition, where people of equal verve and vitality of equal qualification do compete in it. Some of them lose, some of them win but then our intention is not to lessen the dignity of somebody who has lost. Meaning thereby, you are also to praise those who have been the losers or those who have not been able to get the award. Now when a person gets the award, I mean, this awardee says a few things in response. Now this is called speeches of acceptance. You are going to accept the award, be it an award in a literature festival, be it an award of film festival, be it an award for sports mansion. So, while the awardee or the person recipient of the award speaks something you may also be one of them. So, what will you do.

(Refer Slide Time: 16:52)

☐ **Speeches of Acceptance**

- ❖ This is delivered by the recipient of any award or honour.
- ❖ It usually begins by thanking the honouring presenter and institution.
- ❖ It includes words of gratitude for all the help received by the recipient.
- ❖ It should be short. Practice brevity, humility and graciousness.



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I want to thank the jury members, the complete cast and the crew for their endless support. I want to thank my parents and my partner for supporting me and encouraging me in my mission. This award is a dream come true for me . All I can say is that I always wanted to live the role that I was given and never knew I could come true to the expectations of my admirers. I am extremely grateful once again to the selectors and offer my heartfelt thanks to everyone.

10

As a recipient you will begin by thanking the presenter I mean person who gave you the award and also the institution or the organization. So, such a sort of acceptance speech includes words of gratitude for all the help received by the recipient of course such a speech is also sought and remember one thing the three words should be practiced very cautiously when you are responding to receiving an award and what are these three words. You have to be brief I mean thereby brevity, humility, graciousness. On the right hand side, you can see, I have just given acceptance remark:

“ I want to thank the jury members and the complete cast and crew for their endless support. I want to thank my parents and my partner for supporting me and encouraging me in my mission. This award is a dream comes true for me.”

See the modesty, see the humility.

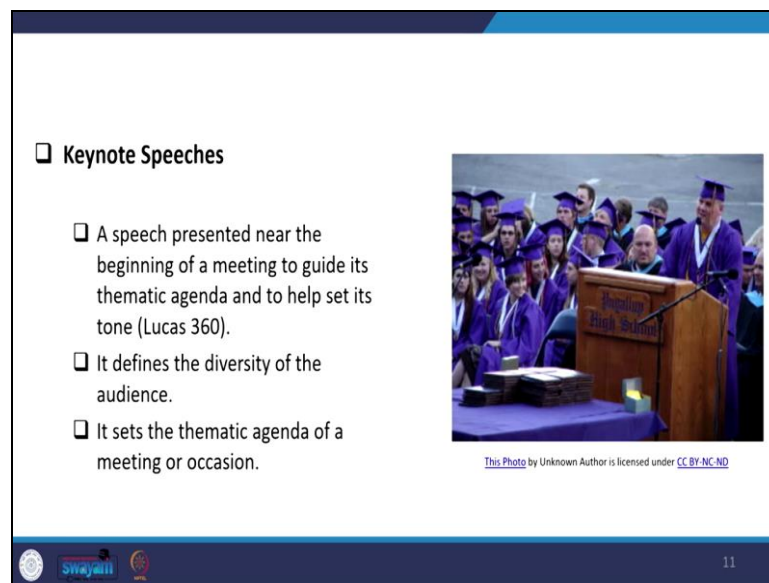
“All I can say is that I always wanted to leave the role that I was given and never knew I could come true to the expectations of my admirers. I am extremely grateful towards the end I am extremely grateful and offer my heartfelt thanks to everyone.”

So, even though it is small it has been beautifully worded and I think you will also get such occasions when you are going to respond to or you are going to accept the award.

Now another category of speeches is keynote speeches. The moment we use the word keynote, naturally we start thinking of a conference symposium or some academic gatherings where a person who is a celebrity who is a well-known name, a person who has done a lot of research. Such a person is invited to give a keynote speech. So, the word keynote itself says that such a person actually starts this conference or this gathering.

Such a speech according to Lucas is presented near the beginning of a meeting to guide its thematic agenda. Every other day you find a conference or symposium is organized on a particular theme and the keynote speaker will be a person who has done a lot of research and is an expert.

(Refer Slide Time: 19:44)



Keynote Speeches

- ❑ A speech presented near the beginning of a meeting to guide its thematic agenda and to help set its tone (Lucas 360).
- ❑ It defines the diversity of the audience.
- ❑ It sets the thematic agenda of a meeting or occasion.

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11


Now in such a situation such a speech defines the diversity of the audience. here you do not have selective audience. Here, you have people or audience members from all walks of life. Naturally, the importance will be given to the way the person chooses language I mean the speaker chooses language and how he tells how he expatiates on the topic. It actually sets the thematic agenda of a meeting or occasion.

Sometimes. you may also find the convocation address for which some very eminent personality is called and that person will not only give something related to while delivering the talk but will also try to motivate the graduating students or the members. Now one very important type of speech is commemorative speech or speeches which actually eulogise.

(Refer Slide Time: 20:34)

☐ **Commemorative Speeches/Eulogy**

- Speeches of praise/ celebration
- Not meant to inform but also to inspire
- Anticipation and good wishes, lament, admiration and respect
- A special form of the testimonial speech, honouring someone who has died.
- Most often delivered at funerals and memory services.
- A positive tone and focuses on the virtues of the dead.



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Example: My aunt was a vibrant and kind soul who lit up the room whenever she entered. Aunt Helen was full of joy and always eager to help out during every hard time. She was in pain but never stopped smiling till the end. She is an inspiration and will remain close to my heart forever and always.

Swayamii 12

I mean, which praise. Now what is this type of speech all about these are speeches of praise or celebration usually such speeches are meant not only to inform but also to inspire others. And when we are called to deliver a talk or such a speech which is commemorative one needs to understand that it should actually be a combination of anticipation and good wishes. If it is going to be a sad occasion, meaning thereby, if it is going to be a funeral speech because it can be from good times to bad times as well.

So, it can also have some amount of lamentations, it can have admiration and respect. It is a special form of testimonial speech, may be honouring somebody or speaking for somebody who is no more. Most often, it is delivered at funerals and in memory of the services that person has done or offered. You might have come across in some of the lectures where we talked about Anthony giving a speech and that speech was for Caesar's funeral, where he says--- **I came here to speak on Caesar funeral's fine.** Now on in such a speech the tone may be positive and it actually focuses on the virtues of the dead. We have taken two sample-- one is a very sort of one where the speaker talks about his or her aunt and then talks about the good qualities of the aunt: **My aunt was a vibrant and kind soul.** Look at the words. **'who lit up the room whenever she entered. Aunt Helen was full of joy and always eager to help out during every hard time. She was in pain but never stopped smiling till the end. She was an inspiration and will remain close to my heart forever and for all.'** While we are talking about commemorative speeches, I have also taken one speech which I have myself composed, where it talks about a person who is no more and this person was quite an eminent one, look at the language. It is a sort of funeral speech.

(Refer Slide Time: 23:30)

A Sample Commemorative Speech

Today we have gathered here to express our heartfelt grief and sorrow in the sudden demise of our most revered politician and statesman, Mr. X. The cruel hands of death have snatched away from us Mr. X. A voice that was always sought after not only in political rallies but also in the heated sessions of the parliament will simply remain a memory today onwards.

We shall hear no more the poetic numbers suffused with political overtones that could make even his opponents admire him. An eloquent speaker, Mr. X mixed subtle humour even in his acerbic remarks without annoying anyone. Never to compromise with his principles of patriotism, Mr. X stood firm in diplomatic relations with neighbouring countries. An excellent human being full of organizational skills, he knew how to build party from brick to brick despite the odds. He believed in democracy where numbers mattered for power but would not hesitate to resign from his coveted post when his party lost majority in the parliament. In his passing away, the country seems to have lost an era of the politics of principles and principles of politics. We will overcome this tough time but the void left by him will never be bridged.




“Today we have gathered here to express our heartfelt grief and sorrow in the sudden demise of our most revered politician and statesman Mr X. The cruel hands of Death have snatched away from us Mr X. A voice that was always sought after not only in political rallies but also in the heated sessions of the parliament will simply remain a memory today onwards.”

So, see how the speaker is talking about the demise of a famous political personality but the speaker is talking about his achievements.

And then naturally, while we are talking about the achievements-- the tone even though the tone is a bit sad, but it is actually wrapped in a language where we talk about the achievements of the person. “We shall hear no more the poetic numbers suffused with political overtones that could make his opponents admire him. An eloquent speaker Mr X mixed subtle humour even in his achieving remarks without annoying anyone. Never to compromise with its principles of patriotism Mr X stood form in diplomatic relations even with neighbouring countries an excellent human being full of organizational skills he knew how to build party from brick to brick despite the odds. He believed in democracy where numbers mattered for power but would never hesitate to resign from his coveted post when his party lost majority in the parliament. In his passing away the country seems to have lost an era of the politics of principles and principles of politics.”

Look at the words my dear friends will overcome this tough time but the void left by him will never be brazed. So, this is a sample a commemorative speech.

(Refer Slide Time: 25:41)



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□ Speech of Farewell

- This is delivered at the time of parting with someone or switching jobs or any similar occasion.
- One should be thankful for all the support and lessons learnt in either a good or hard manner.
- It should always be ended on a high note.
- One should avoid negative pieces of information.

14


Now as I have been saying that we are talking about special occasions---- speeches for special occasions. Sometimes, you may also be asked or you may come across giving a farewell speech--- either you are bidding farewell to somebody and when you bid farewell to somebody the other person may also say something in return. So, what sort of speech this could be, because such a person who is being given a farewell has been with you or had been with you since long.

So, it is delivered at the time of parting or somebody leaving this organization for joining another organization. So, a speaker on this occasion has to be thankful for the support and lessons learned in either a good or hard or bad manner. It should always end on a high note and one point of caution in such a farewell speech is that even while the person might not have been or your experience with the person might not have been good it is better to avoid negative pieces of information and when the same person who is being given farewell, so when he responds, at times, you may find him becoming very sentimental. So, naturally words are soaked in sentimentality and you will see to it that when such a speech is delivered the tone often becomes very sombre, fine.

(Refer Slide Time: 27:36)

Vote of Thanks

- It is a well-prepared speech curated and delivered at the official close of any ceremony.
- All the involved entities in the ceremony are formally thanked for their enthusiasm and constant support for the accomplishment of the event.
- Participants and volunteers should not be missed out.



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Good evening everyone. I am here to extend a formal vote of thanks. I would like to thank the guest of honour for her wonderful speech. I extend my gratitude to my fellow colleagues, and our staff. I would also like to thank the audience for their patience and support. This conference would never have been a success without the participation of presenters from different parts of India even amid cold waves. I thank them all. Thanks are also due to all our supporting staff members, student volunteers and research scholars of our department. I also put on record the help and assistance received from different agencies for their unstinted support. Such a grand conference couldn't have been possible without everyday coverage in various newspapers and hence I feel beholden to all the media personnel for their support. Finally, I thank everyone who directly or indirectly helped this conference meet its expectations. Thank you everyone.

15

My dear friends, another category of speech is to give vote of thanks. No, it is at times very important while an event is going to end a conference is going to end somebody has to offer the vote of thanks. So, in such a sort of speech, it actually has to be very curated and it is given at the end of the ceremony. Now here one thing that is very important is that as a speaker you need to formally thank each and every one for their support, enthusiasm and for their assistance for the accomplishment of such an event.

Even you know the common people who might not have been of much help, they also have to be thanked, my dear friend. So, I have also provided here a vote of thanks speech. You can find and you can practice it in your own way, you can have a look at the language.

“Good evening everyone! I am here to extend a formal vote of thanks. I would like to thank the guest of owner for a wonderful speech. I extend my gratitude to my fellow colleagues and our staff members.

I would also like to thank the audience for their patience and support. This conference would never have been a success without the participation of presenters from all the nooks and corners of the country, I thank them all. Thanks are also due to our supporting staff members, student volunteers, and research scholars of our department. I also put on record the help and assistance received from different agencies for their unstinted support. such a grand conference could not have been possible. Without everyday coverage in various newspapers and hence I feel beholden to all the media personal for their support. Finally, I thank everyone who directly or indirectly helped this conference meet its expectations thank you everyone.


Now you might have seen here how there is a tone of thanking everyone and while doing so you also talk about their enthusiasm and their support.

There are also times where you have to give or you invite somebody for motivational speeches. As the term itself says, in such a sort of speech the speaker motivates and how can the speaker motivate. Here, there can be an element of motivation. Here, there can be an element of persuasion. Because such a speech can trigger joy, sometimes sadness, and excitement among the audience members.

(Refer Slide Time: 30:21)

Speeches for Motivating

- It targets the emotive side of the audience.
- It triggers fear, joy, sadness, and excitement in the audience.
- It usually falls in the domain of heroism or some exceptional experiences.
- One can be motivated by someone who has hands-on experience in overcoming an adverse condition.



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16

One can be motivated by someone who is an experienced person and who has already overcome at times even a serious or a crucial disease. So, you will find motivational speeches are very important and here you will find the speakers not only have a very careful choice of words but at times the speaker may try to show you the present day conditions and by culling information and his own experiences, he will be able to motivate the crowd.




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Motivational Speech Examples

- **TED talks**
 - These have been extremely popular and have an altogether different fanbase.
 - TED Talks are influential videos from expert speakers in diverse fields like education, consumerism, disease, technology, business, science, creativity, etc. with subtitles in multiple languages.




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17

There are some other motivational speech examples also. You come across every day in your life through TED talks which have become very famous---- these are mixed variety of speeches where you can also find influential videos from expert speakers in their different fields. They talk about different themes on consumerism, pollution, digitals, business, science and with subtleties in multiple languages.

(Refer Slide Time: 31:18)

- **YouTube Videos**
 - YouTube videos have been extremely popular among all masses because of the availability of every possible content. With the advent of the Internet, people have benefitted from YouTube and other similar sites offering a gateway to the world.







18

Then there are YouTube videos which are favourite among youngsters especially and with the advent of Internet people get several opportunities through YouTube and they can be benefitted, my dear friends. Whatever you are learning today, you are just going to put all these things into practice in the days to come when you enter a professional life.

(Refer Slide Time: 31:43)

Speeches at Parties

- ❑ These speeches neither inform nor persuade.
- ❑ Their prime function is to entertain the intended audience.
- ❑ One has to be a **crowd-pleaser**.
- ❑ The overall themes should include
 - Optimism
 - Strictly uncomplicated
 - Lively




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19

Now on a lighter mode you can find there are certain speeches which are also delivered in certain parties. They can be of different nature the motive behind such speeches is are to please the crowd, or to make the crowd happy. And the prime function of such speeches is are to entertain the intended audience and during such speeches, you need to remember three things that is---- optimism. You need to be very optimistic and the language is not very complicated and you need to be lively. Sometimes it is also said that people are in a very jovial mood and you are not going to destroy the joviality of the occasion and you are going to deliver small talks.


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- ❑ **Toasts**
 - A toast is a brief speech to acknowledge any achievement, appreciation, or remembrance.
 - It often includes a memory, an anecdote and is mostly short.



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- ❑ **After-Dinner Speeches**
 - It follows a banquet or meal.
 - It is extremely simple.
 - It is a speech of celebration.



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20

Toast speech is also a form of speech where you are going to acknowledge any achievement you are going to appreciate sometimes on the occasion of weddings sometimes on the occasion of birthdays and in such a situation people often are talk about a memory they talk

about an anecdote a personal experience and such speeches are very sought. Then the most entertaining speech is that of after dinner speeches where people after dinner they are in a very different sort of mood very sprightly.

Such a speech is often followed after a banquet fine you might have come across in certain literary books and novels how a banquet speech is given, fine. It is actually a speech of celebration. And finally we are going to talk about one such speech which is actually meant to summarize speeches which are usually meant to summarize an event or meeting.

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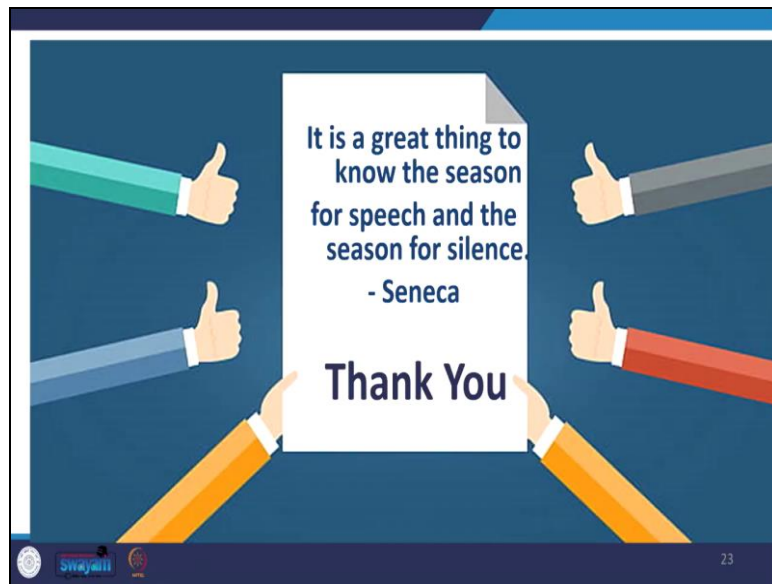
□ Summarizing event or meeting

- It is essential as it tabulates the main idea of any event.
- Every key point should be included as it becomes a major takeaway for the audience.
- Brushing the key points is essential and a must in the end.

21

Actually such speeches tabulate the main idea of any event it may be of a conference as well and the key point in such a speech is that what the audience members are going to take away. Nowadays, during the valedictory session you can find speaker summarizes the events. So, the brushing the key points is very essential and it is mandatory in the end. My dear friends, having discussed all these different sorts of speeches for special occasions now is the time that in one sentence we can give the essence of all the special occasions by referring to what Seneca says;

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“It is a great thing to know the season for speech and season for silence”. Because both speech and silence they actually tell the speakers a lot as to how one can cater to the needs and the moods of the audience. I do hope that with this lecture we will be in a better position to deliver some speeches for some special occasions. And the time to wind up this talk. Thank you very much. I wish you all a good luck.