

# Writing file 1

## Writing a welcome speech

### 1 Work with a partner and discuss the following questions.

- 1 Have you ever made a welcome speech at a conference or a party? If so, were you happy with it?
- 2 Have you been to a conference or a party where you heard a welcome speech? Was it good? Why? / Why not?

### 2 Read this welcome speech. What is the reason for the event?

1 Ladies and gentlemen, colleagues and guests, welcome to the official opening of our new headquarters. It's lovely to see so many of our colleagues from around the world here tonight.

2 As you know, our company started twelve years ago in a small rented office in Berlin. Since then we have opened offices around the world and now employ over 500 people. The opening of this office is the next step in our expansion. This is our new headquarters and we have invested in the latest technology so that we can give our clients the best possible service.

3 Before we begin the celebrations, I'd like to thank the organizers of this event, Janet Merrion and Howard Duncan, for doing such an excellent job. I'm sure you'll all agree that the dinner menu looks delicious and the entertainment programme is fantastic.

4 We're also honoured to have leading sports personality Friedrich Neff from Hertha Berlin football team with us this evening.

5 While you're here, please feel free to look around the building and if you have any questions, please speak to any member of staff. Now, before I hand you over to Friedrich Neff to cut the ribbon and open the champagne, I'd like to thank you all once again for being here and I hope you enjoy the evening.

### 3 Work with a partner. Look at the welcome speech again and match sections 1–5 to functions a–e.

- a Talk about the reason for the event: \_\_\_\_\_
- b Thank people who have helped to organize the event: \_\_\_\_\_
- c Wish everyone a good day / good evening: \_\_\_\_\_
- d Give a special welcome to important guests: \_\_\_\_\_
- e Greet everyone: \_\_\_\_\_

### 4 Read the speech again and answer the following questions.

- 1 What is special about the new offices?
- 2 What can guests do during the party?
- 3 What is Friedrich Neff's job?

### 5 Match 1–6 to a–f to make complete sentences.

- 1 It's lovely
  - 2 We're honoured
  - 3 I'm sure you'll all agree that
  - 4 I'd like to thank my wonderful PA, Janice Holder,
  - 5 Before I hand you over to Sir David,
  - 6 I hope
- a the event programme looks fantastic.
  - b you enjoy the party.
  - c for organizing the fantastic buffet.
  - d to see so many of you here tonight.
  - e I'd like to thank you all once again for coming.
  - f to have Sir David Morrow with us this evening.

### 6 Look at the following information about a conference. Write a welcome speech to open the conference.

Internet Service Provider Organization – 10th annual conference (1st time in Luxemburg)

Aim of conference: To share knowledge on how to make the Internet safer.

Local organizing committee (managed by Vincent Lemaire) has done very good job.

Special guest speaker: Leading Internet Security professional, Mike Myers

### 7 Give your welcome speech to the class. Listen to the other speeches. Did everyone use all the functions in 3?