

Learning objectives in this lesson

Raising awareness of the content needed in welcome speeches and the phrases often used. By the end of the lesson, students will be able to write and give a welcome speech for an event using appropriate language.

- 1 Ask students to work in pairs and discuss the questions, before feeding back to the rest of the class.
- 2 Ask students to read the speech and decide what the event is.

Answer

It's the official opening of a company's new headquarters.

- 3 Ask students to read the speech again and match the sections to the functions. They can then check their answers in pairs before feeding back to the rest of the class.

Answers

1 e 2 a 3 b 4 d 5 c

- 4 Ask students to read the speech again in more detail and answer questions 1–3.

Answers

- 1 the offices have the latest technology
- 2 look around the building and ask questions
- 3 he's a professional football player

- 5 Ask students to match 1–6 to a–f to make complete sentences. They can refer back to the welcome speech to help them with the construction of the sentences. Ask them to check their answers in pairs before feeding back to the rest of the class. During feedback draw their attention to the fact that when thanking (in 4 and 5), an *-ing* form follows the word *for*. You could also point out that welcome speeches tend to include positive adjectives, such as *wonderful* and *fantastic*.

Answers

1 d 2 f 3 a 4 c 5 e 6 b

- 6 Ask students to look at the information and write their welcome speech. They can refer back to the text in 2 for guidance.

Evaluation tips

Look out for the inclusion of relevant information, logical ordering, and appropriate language. Give positive feedback to students who included all the functions mentioned in 3 and who used positive adjectives. Remember to comment on content as well as accurate language use.

Sample answer

Ladies and gentlemen, colleagues and distinguished guests, welcome to the 10th annual Internet Service Provider conference. For those of you visiting us for the first time today, the ISP conference is the annual meeting of the organization of Internet service providers.

As well as welcoming you to the conference, I'd also like to say welcome to the beautiful country of Luxembourg. This is the first time we have held the conference here and I would like to thank the local organizing committee, expertly run by Vincent Lemaire, for doing such a marvellous job in getting everything together in time and finding this wonderful venue for the conference.

This year has been a challenging year. As the Internet becomes more and more popular, it becomes more dangerous, with risks to all levels of society. So, this year's conference has the main objective of looking at ways we can make the Internet safer for all. We're honoured to have an excellent guest speaker with us today – Mike Myers, a leading professional in the field.

Before I hand you over to Mike for the opening speech, I'd like to thank you all once again for coming. I hope you all have an enjoyable time here and if you have any questions, please speak to any member of the organizing staff.

- 7 Ask students to give their welcome speeches to the rest of the class. Ask other students to comment on the speeches they hear. Provide any necessary feedback on content, language use, and delivery.