**Group E: Commencement**

**I. Introduction:**

1. Commencing: to enter upon; to have or make a beginning. Commencement: the act of commencing. Everyone in this room has been to some type of graduation, whether it be yours or someone else’s. From elementary, to middle, to high school, and now college, graduations and commencement speeches have played a role in everyone’s lives.
2. Today, we will be informing you and showing you all about the commencement speech.

**Transition:** We will begin today, with the description of what a commencement speech should be like

**II. Commencement speech description:**

In our textbook, the Public Speaking Handbook by Beebe and Beebe, the commencement speaker has been enlisted to perform two important functions with their speech:

1. Praise graduating class
2. The audience is full of loved ones and friends of the graduates, therefore the commencement speaker can gain their goodwill, and gain the interest of the actual graduates.
3. Makes everyone happy and keeps the ceremony up beat, and flowing.
4. Turn graduates towards future
5. The speaker should suggest new goals and work to inspire the graduates to go after them.
6. Creates a nice organization for the speech, and it is a very hopeful thing for graduates to hear inspiring words being directed towards their futures

C. Further more, according to toastmasters.org it is important to be BRIEF with your speech. Literally. BRIEF is an acronym and each letter stands for something you should do during the speech to make it effective on the graduating audience.

1. B: brevity, 10-20 minute speech tops

2. R: relate to the audience

3. I: inspire and offer hope

4. E: engaging

5. F: fun

1. However, there are some things that it would be fit to ignore while you are writing and giving your speech
2. Religion, race, creed, or sexual orientation
3. Political opinions
4. Quit with the cliché’s
5. Don’t sound to practiced, as with any speech

1. It is also important to make sure your speech has, an intro paragraph, body paragraph and conclusion.
2. The introduction should have something to hook the audience in and prepare them for what is to come in your speech.
3. The body paragraph should relate to the past, present and future, to create a nice flow and good audience relations.
4. The conclusion should show a brief overview of the whole speech, circle back to the introduction, and leave us with a quote or something memorable at the end.

**Transition**: Next, we will demonstrate a commencement speech…

**III. Demonstration**

1. Welcome class to the high school graduation of space high school. I would like to introduce the student president ( )
2. Intro

e) Today on 10/22/12 Space high class of 2012 will be graduating, thus it will be a very important day in our lives. I would like to thank fellow class mates and teachers for their support throughout these four years of joyful fun.

1. Body
2. Before October of 2012 we were disgruntled in the thought of being in high school any longer. Remember on that first day of senior year when all anyone and everyone talked about was getting out of this place? And lets not forget how everyone was freaking out because of how unprepared and nervous we felt for the dreaded senior projects that were to be done this year.
3. But as the year progressed, we began to learn. To create. And to prosper. With the help of our amazing teachers, we all felt a little better and more prepared for our end of the year projects, the focus and topic became quite simple, and we all successfully completed our senior projects! Along with completing our tough senior projects, we completed our senior year! Give your selves a round of applause!
4. After today, the class of 2012 will be ready to conquer and command anything in its path. We have all grown into amazing young adults. Our class is now be prepared for the next chapter in our lives, moving on to small colleges, large universities, and the work force. This class is ready for the real world!
5. Conclusion
6. October 22, 2012 will always and forever be an important day in our lives, today is a day in which we remember our first high school days as wittle freshmen, but also as a day where we see ourselves in an adult light, as we are all about to be dropped into the real world. Although I wouldn’t trade my experience these past for years for anything, let me just say for us all… we did it! And thank god we don’t have to do it again…

**Transition:** In conclusion…

IV. Conclusion

1. We have informed all of you what a commencement speech is by explaining two important functions of the speaker and by reminding you to be BRIEF (literally). We showed you a brief demonstration of a high school graduation speech as well. W
2. ith the spirit of commencement speeches in our minds, we leave you with a quote by Thomas Jefferson, "I like the dreams of the future better than the history of the past."

**Works Cited:**

Beebe, Steven A., Susan J. Beebe, and Steven A. Beebe. *The Public Speaking Handbook*. Boston: Allyn and Bacon, 2005. Print.

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