

A Special Occasion (or ceremonial, commemorative, or epideictic) speech should pay tribute or praise a person, an institution, an event, idea, or place. Though the main content of the speech will likely be personal, you may bolster your speech with a quote, statistic, or by comparing it to a current or historical event.

Types of Occasion Speeches:

1. Speech of Introduction:
  - a. A speech of introduction is when you are asked to introduce the “main” speaker at the function. Your speech should answer the following questions for the audience:
    - i. Who is the speaker?
    - ii. What will the speaker be discussing?
2. Welcoming Speech:
  - a. The goal of a welcoming speech is to bring people or groups of people together.
    - i. You might deliver a Welcoming Speech about a new employee in your company.
    - ii. The purpose is to formally introduce the newcomer(s) to the others.
    - iii. This involves telling the audience who the newcomer(s) is/are, where they came from, what they will be doing.
3. Award Presentation Speech:
  - a. When you are presenting someone with a gift or an award you have two goals to accomplish:
    - i. Discuss the award itself- Who sponsors it, who it is named after, the history of the award, and the requirements to earn it.
    - ii. Discuss the winner of the award- Who they are, what they have done to earn the award.
4. Award Acceptance Speech:
  - a. When receiving an award, your audience will most likely expect you to be gracious and humble.
  - b. A good award acceptance speech involves thanking others who made your receiving the award possible.
  - c. Be sure to thank those involved in helping you get the award, and the giver of the award.
5. Tribute Speech:
  - a. Situations for a Tribute Speech might be:
    - i. a eulogy at a funeral
    - ii. a speech given at a retirement party
    - iii. or any other occasion where a person is being honored.
  - b. You should focus on the positive aspects of the person, tell humorous or otherwise interesting stories about the person, and speak of the person’s accomplishments and admirable qualities.