

SPEAKERS BUREAU

Is everybody ready for the volunteer speaker?

A week in advance of the volunteer speaker coming to the classroom, it might be a good idea to confirm the date and time are still convenient. Make sure the speaker has the correct address for the school, and if they are arriving by car, let them know where they can park and what entryway to come in and wait for you, or a student escort.

- Are the students clear on the purpose of the presentation?
- Has the speaker been prepared regarding the classroom dynamics?
- Does the speaker know the length of the presentation?
- Do you have the required A/V equipment?
- Do you have an escort assigned to meet and greet the speaker at the office?
- Have the students prepared some questions for the speaker?
- Have you arranged a "thank you" from the students?
- Do you have supplementary activities for the students if the session does not take the whole period?

Pre-speaker activities for the classroom

- Prepare name tags or tent cards for students' desks so speaker can refer to students by name
- Brainstorm questions the students can ask the speaker
- Have the students research the speaker's business sector/company or organization
- Have students identify careers of interest and corresponding education path
- Elect/appoint a student representative to greet and escort speaker
- Elect/appoint a student to thank the speaker
- Have the class prepare and present a short information session about the school for the speaker
- Practice presentation skills in an effort for students to understand that speaking before a class can be challenging
- Publicize each guest speaker visit with student announcements, posters and banners as appropriate
- Learn and practice vocabulary appropriate to the speaker's field
- List the occupations of the students' parents. Have students classify them into clusters.
- Research the history of a particular occupation. Have students make a timeline showing how that occupation has changed over time

The Speakers Bureau is a free resource for educators in the Hamilton Region!

For further information, please contact the IEC by email at speakersbureau@iechamilton.ca or by phone at 905-529-4483.



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