

Vote of thanks

If called upon to respond to a Toast, then do so as a Vote of Thanks.

Mastering a Vote of Thanks gives one the skills to be competent when called upon to speak. These skills can be easily adapted for the work environment, thanking fellow colleagues or to the social occasion when one is called on to say a few words.

The purpose is to let the speaker know that their work has been appreciated.

Firstly, listen carefully to the speech and select an aspect that personally appeals to you.

Tell us why it has appealed or how it has benefited you.

Conclude the vote of thanks by asking the audience to join you in a round of applause for the speaker.

This can be done using words such as "Ladies and Gentlemen, for her/his interesting speech tonight, will you all please join me in thanking Speaker..... ."

The only hard rule for the thank-you is to say the person's name last. To add weight to the person's name, say it slightly slower and louder.

A Vote of Thanks should never be longer than one minute.

Pitfalls

- Don't get lured into judging the presentation. Only comment on the thoughts and why that meant something to you personally.
- Don't correct anything the speaker has said.
- Don't try to top the speaker's stories.
- Don't try to show more knowledge of a topic by building on something the speaker said.
- Don't be excessive with your compliments.
- Don't make a speech about yourself or tell your own story.
- Don't speak for more than one minute.