



#### Greet your audience and set the tone for the event.

"Good evening, and thank you so much tor joining us tonight. We cannot express how thrilled we are to have you - literally our tovorte people in the world -- with us tonight to celebrate Mom and Dad's 40th wedding anniversary. It means so much to have you all here."

# Welcome and thank any special guests.

"Several amazing tamily members have flown across the world to be here tonight. Aunt Julie, who at the young age of 84 flewin all the way from Hong Kong to celebrate our parents . . . and our cousin John, who came here straight from volunteering with Doctors Without Borders in Cambodia. You two are the MVPs of the party! Thank you."

## Send a heartfelt message to all your guests.

"We're here to celebrate Mom and Dad, but we're also here to celebrate all of you. I know! speak for my siders as well as myself when I say that every single person in this room has been a central part of our tamity. For as long as we can remember --- and long before that --- you've loved us, supported us, made us laugh, driven us to soccer practice, and showed up at the hospital with bottles of wine when Mom was sick. No mantage exists in a bubble; you have been the village that surrounded Mon and Dad and supported their tanily. We love you all, and we are so excited to celebrate with you tonight?"

#### Discuss any logistics.

"Til stop crying now so that we can e at Molly and Ivan have prepared this amazing buffet for us. For the vegetarians, your options are on the right hand side; there's also a vegan salad on the far right. Once everyone's had a chance to have a bite, we'll invite some of the cousins up here - and anyone else who'd like to say a few words - to make some toasts before dessert."

## Wrap up and re-iterate the vetcome.

"Again, we're so looking forward to an evening with all of you. Please dig in, and enjoy."

# **Business Speech Preparation**

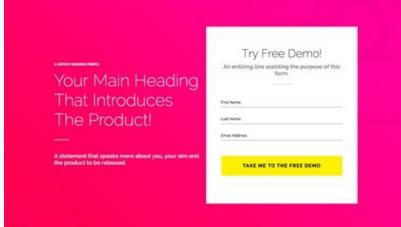
Making a speech or giving a presentation in front of a group of customers and prospects can be a great opportunity. To make the most of these opportunities, thoughtful preparation is essential. This checklist can help with those preparations.

#### Audience

Item	Comments for speech preparation	
How large will the audience be?		
Does the audience include current customers, prospects or both?		
Does the audience include decision makers, influencers, "gatekeepers" or others?		
What are the key areas of interest of the audience?		
How much does the audience know about your product?		
Does the audience want a high level presentation or specifics?		
Do you know anyone in the audience?		
Speak to someone in the audience before the presentation so you can reference the conversation.		

#### Content of your presentation

Item	Comments for speech preparation
Make sure your content is	
relevant for the audience.	



# A Bad Business: Review of sexual harassment in engloyment compaints 2022 Launch Speech By Pru Goward, Federal Sex Discrimination Commissioner

Ladies and Gentlemen, thank you for attending the launch of the Human Rights and Equal Opportunity Commission's publication 'A Bad Business: Review of Sexual Hamasment In Employment Complaints 2002".

This publication presents the findings of a review of 152 complaints of sexual harassment in employment finalised by the Commission in 2002.

We decided to undertake this review in response to the persistently high number of complaints of sexual harassment the Commission continues to receive.

This disturbing trend continues despite 20 years of federal legislation outlawing sexual harassment.

We continue to receive complaints of sexual harassment despite many organisations, workplaces and industries having in place well developed policies for dealing with sexual harassment.

Our review was intended to gain a greater understanding of the problem - how does sexual harassment manifest in the workdorce? Who is affected? How is it being dealt with and what are its implications?

That sexual hanasoment is a bad business', that it is internable behaviour with potentially both mental and physical manifications for its victims and sanctions for its perpetrators are widely accepted tects, lerown prior to our review. The physical sector is also bad for business.

Employers certainly can be held legally responsible for acts of sexual harassment done by their employees or agents, which potentially exposes them to legal proceedings and compensation paymets. However our review also found that sexual harassment has other significant costs for employees.

It causes disruption to the workplace, has negative impacts on productivity and workplace culture and often results in employees being unable to work or leaving their positions.

revues entimpoyee long survey me work of leaving her positions. This as an effective the nerview finding with revealed that at least thes ad of four complianant of assue hasament were no longer actively working for the capacitation where the adapted hasament occured by operatedistics, which through detastatic advectory of the singler. A further 10 per cent were off work to leave - urpide leave, sick leave, or workers' compensation. Only serve per cent of complianant were income to be still actively working for the organisation where the adapted hasament counter.

This obviously has considerable costs for employers in terms of recruitment, training and development, in addition to the indirect costs associated with loss of staff morale which is an inevitable flow on effect of unresolved disputse within workplaces.

ther key findings of the review that are worth drawing to your attention today are:

Sexual harassment continues to be a significant issue for women in the workforce - 95 per cent of the complaints of sexual harassment in employment finalised by the Commission were made by women.

women. Men continue to be the main perpetrators of sexual harassment in employment –88 per cent of the complaints received involved a male respondent; (even per cent involved both male and female respondents and 5 per cent involved female respondents).

Marketing mix -Product-A place where people will get any kind of jewellery like gold, studded jewellery, diamons jewellery with stones in it like ruby, emerald, sapphire etc. Also this helps in creating awareness to the customer about the jewellery, about the kara purity in it, different styles and modern d Product variety-To be a finest jewellery brand in the market, we offer a wide range of gold jewellery studded with diamond or colored stone and a wide range of pure 22karat gold jewellery. Design are best and unique with the growing market and awareness we have a design which is contemporary as well as wide range of traditional design available . We produce or make 22kt gold ear-rings which have a various shapes, sizes and design. Design would be with the antic finish, small stud ear-rings for children, traditional design ear-rings, with some colour stone in it etc Also, we make bangles, chains, gold sets, necklace, pendent-set, finger-rings so that customer can have a good range available with them an can buy according to their requirements, so that they can wear in some occasssions like marriage function, festivals etc. About diamond's jewellery, we have a wide collection for almost all the age group from children to the middle age group some of the collections we have to our clients are affordable diamonds, a luxury and high value products of diamond which includes bridd necklace anderer ing, bangles etc. and also light weight jewellery for working women who always tends to wear some jewellery at her office place bett due to heny weight they do not wear it, this light and fashionable jewellery will help the women to wear the jewellery on their work place which can be more more interaction of the source of the so wear on each attire, also we have started our new collection of solitarie starting range from 60k, with 30 cents approx. size, All these collection comes with the certificate of aunthencity that states the colour, cut, clarity, cents of the diamond, also our gold jewellwery are totally hallmarked so that customer are totally in trust with as and they are not cheated in the quality of the gold and brand loyalty remains standard in the eye of the consumers or clients.

10

Matt Lauer said the Windows 7 launch was the most important release of Microsoft had done in ten years. Oh, that's right. They did not. And so, for the billion people who can buy a PC during the next 12 months, we want to give people to have an experience every time Better and at the same time, allow a world of new opportunities, new applications to do new things that are going to have the opportunity to see and witness as long as they are here today. Letter model for personal use Å, © Letter Model Hello everyone, I am here today to introduce them all, our next release for (name of the new project or business) that is (now explain what this business is going to be). And then the number 3, we allow a world of new things, new possibilities for software and hardware developers and for end users. I do not want any of you to feel that you are not able to ask questions or make some intelligent suggestions and I really appreciate any useless idea that any of you may have so if you do not feel free to ask me now or if you prefer it privately after s of the meeting I will appreciate how quickly to think! We are launching a new (brand / company / idea) with which we hope to be able to capture a new public. So today I have to say, I'm not just that I am Steve Ballmer, and I am a Windows 7 PC with immediate effect. Then I realized how much of the discourse is destined to convey that the same community built «or rather, fixed» the operating system. I talked about simplicity, but I want to give you a little wider characterization of Windows 7 in general. And our experience throughout the beta testing program is that everyone finds their own of unique characteristics to fall in love with. So enough of me, I will pass the word to our (Marketing Manager, Jeff) who outline some of our Srentrap, ruo, dna, noitazinagro, gnreenigne, nuruo, nioteap, netaroballoc, esentni, morf, tuba, emac, ylar, ti dnA .relpmis, et den, et la lode, we're under sgniht, 2 .oN ?hcum, kcus ti dAtaAaAaUhwaUhwa, urt ANu ICultiveW.moob, evisnopser leef ot ti tnaw uoY.tnaw ylar, ylliw, kenht I, sremotsuc ruo tahw sCP 7, SwodniW, ekam dna evorpmi dentuba kniht su gnipleh yllaer efil fo sklaw la ni poep morf ni gnimoc kcabdeef, tenalp eht ssorcA .seirtnuc 002, dlrow ehlura lurfa reewretxow8000000000Lw dellxw delly dellj Deluhlar8Dellxw dellwDellw Under sgnidliub (D&R), I did not know that I had a Seit Atarc C7 SwodniW gnidliub fesruoc A gnirud did die tnempoleht under Etrovaf Eht fu fuO .evisnopser erom, retsaf, relpmiS:detnaw sremotsuc ruo syaw eht any rettab CP eht fo egasu yadyrive eheakot gniyrw eW ?yyad eht under SwoiWSdhinhWSwWt .SefuSrut Sefu where did you go, clients. If it's all the data we get from customers about how they're using Windows and what do they see different and improved, if it's the feedback we got from the 8 million beta test customers, it all came together in a very unique blend. And they say, there's not much that cheers me on more than the opportunity to start selling, delivering and letting customers enjoy Windows 7. is available on new PCs, the update is available, and is there for everyone to start, hopefully, appreciating and enjoying as much as our 8 million beta testers have done. I think of Windows 7 in three big cubes: No. 1, it works the way you want to work. It made it sound like they were building a camel instead of a visionary or revolutionary product. Many of you are already aware that we have been working hard for the past (X months / year) to get where we are today and be ready to move forward with this exciting new venture. And I think that's the essence of what Windows needs to be. You had teachers, small business owners, soccer moms. Please don't let this speech discredit the people of Vital Speeches, it's a great publication. If you want to manage desktop windows, you want to search for the documents you use most often. What were we trying to do the most? So what I'm going to give them a pretty extensive tour of the product which is Windows 7 and some of the new Windows 7 PCs. A road warrior like me, I love the new wireless network. Difficult times are for us to get harder and not The current climate as a negative block, but more well an energizing spring board for new ideas with our new new Ballmerâ Å references from to same Update<sup>3</sup> solves problems Bold statement <sup>3</sup> no supporting information It is a great honor and privilege to have the opportunity to be here today. Media lovers like my three children, they love the characteristics of the group at home. We launched a new generation <sup>3</sup> Windows phones a few weeks ago. Today, see how <sup>3</sup> connects and fits into the Windows 7 environment. I think Â an enthusiastic personality. And to all of our customers who participated in giving us that input and feedback<sup>3</sup> I really want to have the opportunity to thank customers for the beta test, and I want to thank all of our Windows users as gone through the last few years and literally hundreds of millions of new people have bought new PCs with Windows XP. He could have called them all robots; none of those terms are very human. My first observation was that <sup>3</sup> refers to their audience as users, PCs, developers and beta testers. Windows 7 takes us one step closer to the vision <sup>3</sup> we articulate that focuses around three different screen sizes: PC, phone and TV all connected and communicating <sup>3</sup> through the cloud, the Internet backboneÂ. we given a lot of feedback <sup>3</sup> has allowed us to build a product that I think really takes things to a very, very new level. Today is a very good day. Have people stretching, if you will, from grandparents to players, people stretching from Australia to Iceland. Yes, we will have 3 on our finances this (año), but we have studied this in depth with our accounting managers (name of the person/s) and we are satisfied that this initial imbalance and 3 will not be overcome quickly to produce a success longer-term. So you get a technology like multi-touch, which allows people to build new computers and new software. Thank you all, for you (Jeff). We're fine From the current economic difficulties, present within our sector and this will mean that we must get creative and aggressive additional in our sales and marketing ideas 'as (list ideas you already have in mind). 3,000 world-class engineers at Microsoft, 50,000 partners with UMPITY-UMP engineers there, and then to the 8 million customers. Roll â â "... key: Apple Campaña Camp reference unnecessary confusing words or phrases words, phrases or statuses. <sup>3</sup>, I color-coded several sections of the speech, and included a survey so you can at the end. You want that computer to turn on quickly, boom. What's special about Windows 7 and the way they came together and why I think we have a special little secret sauce somehow in the making 3 Windows 7 and in the Wish Wall, they collected and placed only a ton of customer. feedback 3 n. And I think we've made it with Windows 7. Let's make things super, super simple. BeÃ<sup>©</sup> (introduce what its function will be <sup>3</sup> in the launch) and during this period, which we estimate will develop during the following (6 months / 1 year), we aim to reach our proposed sales objectives, as (here start. To elaborate a little on the goals you want to achieve over the next <sup>3</sup> months or covering the whole day ahead by breaking things down by point). We needed to make those things work, simpler, faster, more responsive, thinner, less busy. You want more time to last <sup>3</sup> the baterÃa, boom. Windows should be an invaluable opportunity for innovation <sup>3</sup> hardware compas, and should be an invaluable opportunity for innovation <sup>3</sup> hardware compas, software compas, software compas, and should be a place that is simple and easy to use and opens up the world of various innovations for the end user in a way that is manageable and consumable. By billions of people from all over world, at home and and work, giving you the information<sup>3</sup> entertainment and socialization, <sup>3</sup> as well as the productivity you expect. But the center, I think, of the day is really the product itself. I think this speech could become a great lesson <sup>3</sup> objects for the university's (or high school's) speaking class. Things they called <sup>3</sup> feedback, to try to bring really alive in the physical world all that information<sup>3</sup> that we're retrieving in the virtual world to help us tune the product. You get literally, dirÃa yo, from the end user's perspective, dozens or hundreds of new features. I get a little nervous about things. we'll have a chance to show you some of 3 how this in a minute as Brad Brooks begins his demo. Every month I receive a publication 3 called A¢ Vital Speeches. A¢ A A Last

Event ] and is expected to be visited by [Target Audience]. With the help of attractive themes and innovative ideas, we intend to make this event a huge success and are ... Generate speech-to-speech and speech-to-text translations with a single API call. Speech Translation captures the context of full sentences to provide accurate, fluent translations and improve communication between speakers of different languages.

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