

Farewell Speech



This week...

Jack is giving a farewell speech to his boss who will be promoted to CMO and transferred to the headquarters in New York.

Lesson Objectives...

- Giving a farewell speech
- Saying goodbye to a colleague

Business English Conversation

Advanced Class

Warm Up – Topic Question



Have you ever given a farewell speech before?

Picture Description

What is he saying?



B



A

Who is she and why are they clapping?

Jack	Welcome, everyone. We are gathered here to farewell our boss, Mr. Peters and congratulate him on his promotion to CMO at the headquarters in New York.
	I would like to sincerely thank him for what he has done for me since I started with this company five years ago. He has assisted me greatly with my growth and development, and I couldn't have asked for a better mentor.
	Although it is a sad moment to bid him farewell, I'd like to wish him all the best with his new position.
	Good luck Mr. Peters, and thanks for your kindness, support and friendship over the years. It has been a true honor to work with you.

We are gathered here to say goodbye to our dear friend and colleague.

1. We are gathered here to
2. I would like to sincerely thank him for
3. I'd like to wish him all the best with
4. Good luck and thanks for



Role Play – Farewell Speech

Student A's boss is leaving for a particular reason. He/she is giving a farewell speech to his/her boss. **Student B** (the boss) is responding to **Student A** after the speech.



Student A: Give a farewell speech to **Student B** using the **phrases** and **reasons** from below.

Student B: Briefly respond to **Student A** after the speech.

Speech/Phrases

- 1) Welcome, everyone.
- 2) We are gathered here today to
- 3) I'd like to sincerely thank him/her for
- 4) I couldn't have asked for a better
- 5) Although it is a sad moment to bid him/her farewell
- 6) I'd like to wish him/her all the best with
- 7) Good luck (name) and thanks for
- 8) It has been a true honor to work with you.

Reasons

- transfer to different department
- transfer overseas
- promotion
- retirement
- *other*

Agree or Disagree



1. A farewell speech should always be very formal.
2. Everyone deserves a gift when they leave a company.
3. It's easier to say goodbye to a colleague than a boss.

- What's the hardest thing about giving a speech?
- What's a nice thing to say to someone who is leaving a company?
- What kind of gift might someone be given when leaving a Japanese company?

- congratulate - *I'll **congratulate** him during my speech.*
- farewell - *The **farewell** party should be a lot of fun.*
- friendship - *Your **friendship** means a lot to me.*
- good luck - *I want to say **good luck** in your next job.*
- headquarters - *He'll be transferred to **headquarters**.*
- retirement - *I'm looking forward to my **retirement!***
- sincerely - *I **sincerely** hope you'll enjoy your new job.*