

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

Basic 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?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences using the vocabulary

1. congratulate
2. promotion
3. development
4. support

Thank you for your **support** over the past few years.



1. **We are here today to** say goodbye to Mr. Peters.
2. **I would like to sincerely** apologize for that.
3. **He has assisted me greatly with** every project.
4. **Good luck and thanks for** all your hard work.

- Words
- Phrases

Jack

Welcome, everyone. **We are here today 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**.

Although it is a sad moment to say goodbye, I would 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.

1. We are here today to
2. I would like to sincerely
3. He has assisted me greatly with
4. Good luck and thanks for

Responses - Prepositions

*please select the most appropriate response for each item below:

1. A: Would you like say something at the farewell party?
B: I'm not good making speeches.

at / of / to

2. A: Do you need any help your speech?
B: I just need you to proofread it for me, please.

in / with / at

3. A: Should we get him a retirement gift?
B: Yes. Let's ask everybody contribute.

on / for / to

4. A: Where's the farewell party going be held?
B: I think we'll have it a local restaurant.

to / on / at

5. A: I need to speak to you later.
B: I can meet you a few minutes at 5 pm.

at / on / for

6. A: I'll see you tomorrow morning.
B: OK. But I can't stay too long.

for / with / about

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: Welcome everyone. We are here today to farewell (name). *Continue the speech using **Speech** and **Reasons** from below.

Student B: Thank you for your kind words. I really appreciate it.

Speech

- 1) I'd like to congratulate him/her for
- 2) I'd like to sincerely thank him/her for
- 3) He/she has assisted me greatly with my growth and development.
- 4) Although it is a sad moment to say goodbye, I'd like to wish him/her all the best with
- 5) Good luck (name) and thanks for

Reasons

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

- Have you been to a farewell party for a colleague before?
- What's a good gift for someone who is retiring?

- 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.*