

Speeches

i) You have been asked to propose a vote of thanks at the end of an office training programme for new sales executives. Present on the occasion are the company's director, Ms. Sonal Prakash, the president of the sales and marketing division, Mr. Vinay Sharma, the regional sales managers, who conducted the training sessions, and the staff from administration, who made all the arrangements for the programme.

Good morning everybody!!

It is my privilege to express vote of thanks for **the office training programme for the new sales executives**. On behalf of **our company**, I would like to thank **the Company's Director, Ms Sonal Prakash**. She stayed with us all through the programme in spite of her busy schedule. Because of her support, this programme has become possible. I am also grateful to **the president of the sales and marketing division, Mr Vinay Sharma**, for gracing the occasion by his presence. My sincere thanks to **the regional sales managers, who conducted the training sessions**. I also thank to **the staff from administration**, who made all the arrangements for the programme to make it a grand success.

I extend my vote of thanks all those, who helped directly or indirectly to succeed this programme. Thank you very much!

ii) Draft a speech for a special morning assembly at college on how limits can be placed on traffic in cities as a pollution-control measure. Present at the assembly are your teachers, the principal and Ms Leela David, Secretary in the Home Ministry.

Good morning one and all!

Good morning honourable chairperson, our principal, honourable chief guest Ms Leena David, Secretary in the Home Ministry, respected teachers and my friends. Today we are here for assembly at college on how limits can be placed on traffic in cities as a pollution control measure.

Now a day too many private vehicles are seen on the city roads. This number is increasing day by day. Many people often go to the same destination by using their own cars. It is unnecessary to use big car for a single person. It leads to increase in air and noise pollution. So we must find out ways of solving this problem.

First, we should design eco-friendly vehicles. We must ban cars for use in the city. The government should take higher taxes from the car-owners. The government should also improve the public transportation system. This transport should be more efficient and cheaper. People and government need to work together for a better solution.

I would like to stop here. Thank you for listening to me patiently.