How to Make an Award Acceptance Speech to My Company
[advice from a business website]

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Speaking to colleagues is terrifying for some.

Getting recognized with an award for excellence in your job performance is positive reinforcement. For some people, doing the work to warrant an award is easier than accepting it when a speech is expected. Being remembered for the award is a good thing, but you don't want people to be talking about the failed jokes for years to come. Even if public speaking isn't your expertise, with the proper planning, you can give a pleasant and appropriate speech.

Step 1

Review why the award is given in the first place to see if there is any history or special circumstances you want to acknowledge. Consider the work that went into being recognized for the award and what it means to you to receive it.

Step 2

Ask the committee presenting the award if there are any time considerations for your acceptance speech. Knowing how much time you have is imperative in preparing an appropriate acceptance.

Step 3

Write a draft of your speech or notes that will help you remember what you want to say. Incorporate any thoughts you had put together about the history of the award, what it means to you and your appreciation of the recognition. Also make notes about anyone you need to thank who made it possible for you to be recognized for your efforts.

Step 4

Practice your speech ahead of time. Use a mirror or a video camera, or have a friend give you feedback on the length, content and suitability of your speech. Practicing also lets you become familiar with the content of the speech so you won't need to rely on your written materials as much.

Step 5

Be gracious and appreciative without belittling the award. It can sometimes be a very fine line between trying to maintain a sense of humility and integrity for the award. You don't want to be arrogant, but you want to show appreciation for the recognition of you and those who have preceded you.

Step 6

Put all notes or draft content on note cards. Make smooth transitions by sliding from card to card.
Step 7

Shake hands or hug the person giving you the award. Thank him or her quietly and personally before taking the award and the microphone.

Step 8

Look attendees in the eye while making the acceptance speech. Locate people in the room you will be thanking in your speech before you go up to the podium. This way, you can acknowledge them with a direct thank you during the speech and give them public recognition for their work as well.

View Fred Rogers Lifetime Achievement Award introduction and acceptance speech
http://www.youtube.com/watch?v=Upm9LnuCBUM