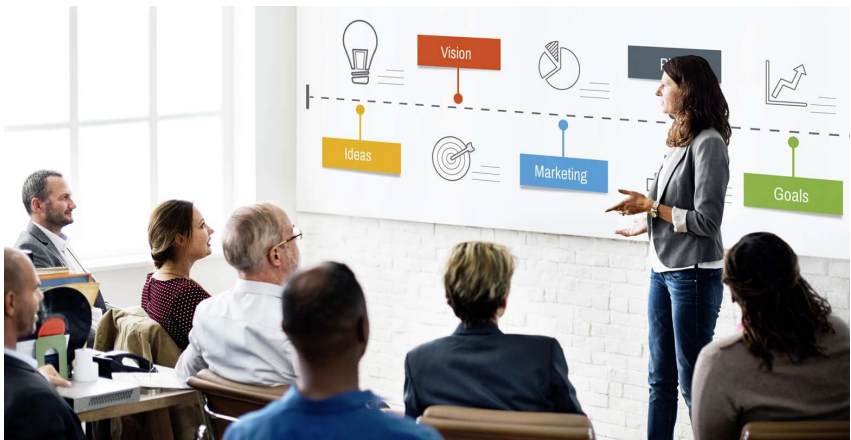


Presentation Skills



Professor Stanworth

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CLASS 4 – GREETING AND KNOWING THE AUDIENCE

Introductions.

Complete the introduction structure for your last presentation. Use the structure I have introduced in the video.

Good afternoon, everyone. My name is Erin ^{and these are my team members!} and today I will be introducing Louisa Coffee. I chose this topic because Louisa Coffee is a well-known and widely recognised coffee brand in Taiwan. The purpose of this presentation is to provide a clear understanding of Louisa Coffee, including its background, locations, products, and key features. The presentation will take ^{last} approximately 15 minutes, ^{one / sent / nice} and you do not need to take notes. The presentation is divided into four sections. First, I will give a Company Overview. Then, I will discuss Business Locations, followed by an introduction to Product Offerings. Finally, I will highlight what Louisa Coffee is Particularly Known For. At the end of the presentation, there will be an opportunity for questions. ~~Let's begin.~~ ^{already started!}

Qualify yourself

So how to get the info?

Let's start with the company overview.

Take a little time to greet your audience. Use this time to:

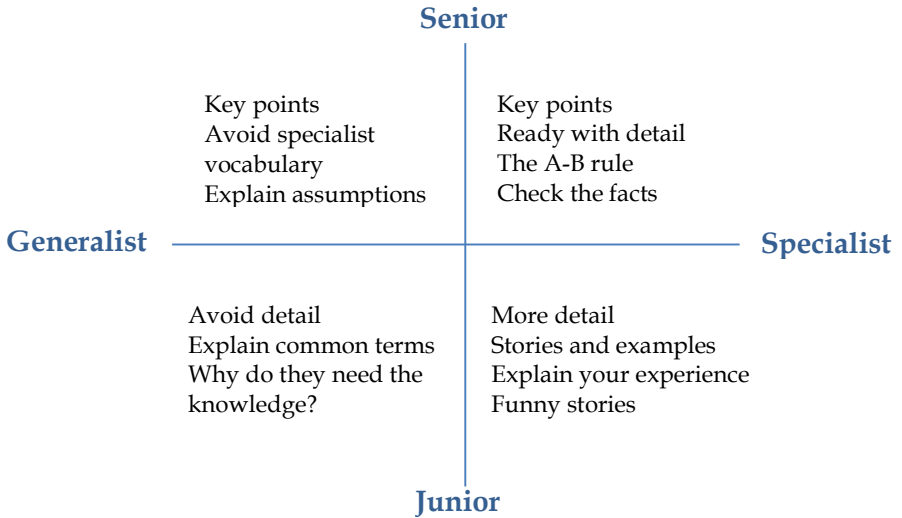
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

Introduction Sentences

- Good afternoon.
My name is Jack Wang.
I'm the sales manager for SDI's International division.
 - Let me introduce myself.
Here is my business card.
That's my company there.
 - I don't think we have been introduced yet.
What do you do?
Where are you currently working?
 - I'm sorry; I don't remember you name...
Could you tell me you name again?
-

DIAGNOSING YOUR AUDIENCE



WHO IS YOUR AUDIENCE? FILL UP SOME KEY POINTS HERE.

- Louisa Coffee, business locations, product offerings, and brand uniqueness.
- Why Louisa Coffee is popular in Taiwan and how it differs from other coffee brands.
- The audience may not be familiar with Louisa Coffee, so a basic introduction is needed.

