

# Presentation Skills

---



Professor Stanworth

<https://stanworth.site/>

Name: James

ID number: M1363014

# 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.

*Check again and team...*

Hello everyone, My name is James. I am going to talk about Chun Shui Tang and how it revolutionized the tea industry. I am discussing this topic because of my interest in Taiwanese tea culture and my research on Chun Shui Tang's impact on the global beverage industry. The objective of this presentation is to demonstrate how Chun Shui Tang pioneered bubble tea and changed the way people enjoy tea worldwide. This presentation will take about 15 minutes. You don't need to take notes; files will be provided at the end. Kindly switch off or silence your mobile phones. This presentation is structured into six sections. If you have questions. At the end, you will have the opportunity to ask questions.

*last*

*Agenda on screen.  
Let's begin with*

*ok or there is a QR code link for the files...*

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

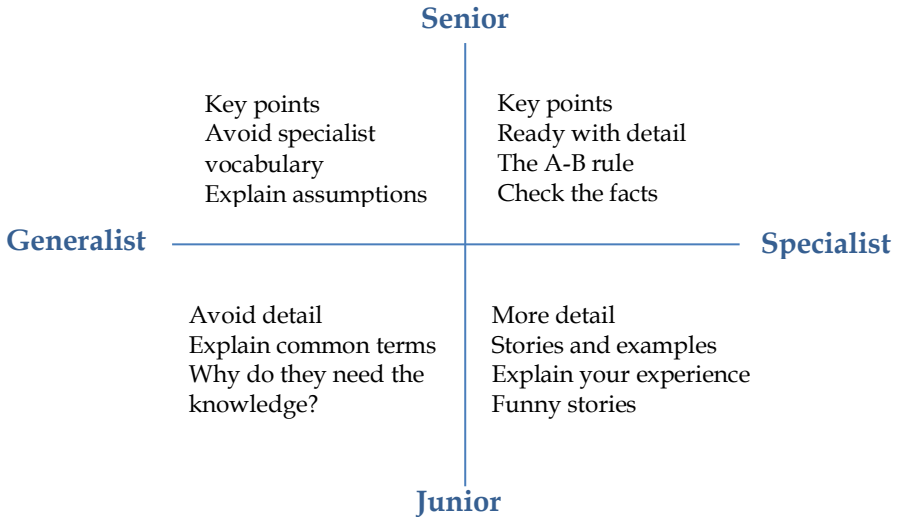
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

