

Presentation Skills



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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, ^{he} my name is Jane, and ^{his} he is my team member, Roy. ^{IM} Today I will introduce SDI Corporation, a leading brand in stationery and office supplies. First, I will give a brief history of SDI and its growth into a global brand. Then, I will discuss its key products, including cutters, staplers, and correction tapes, as well as its focus on quality and innovation. By the end of this presentation, you will gain a better understanding of how SDI has established itself as a trusted brand in the stationery industry and how it continues to expand in the global market. I encourage you to take notes and feel free to ask any questions at the end. ~~Now let's get started!~~

Check!
Check!

- qualify yourself
- objective
- rules
- last sentence

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

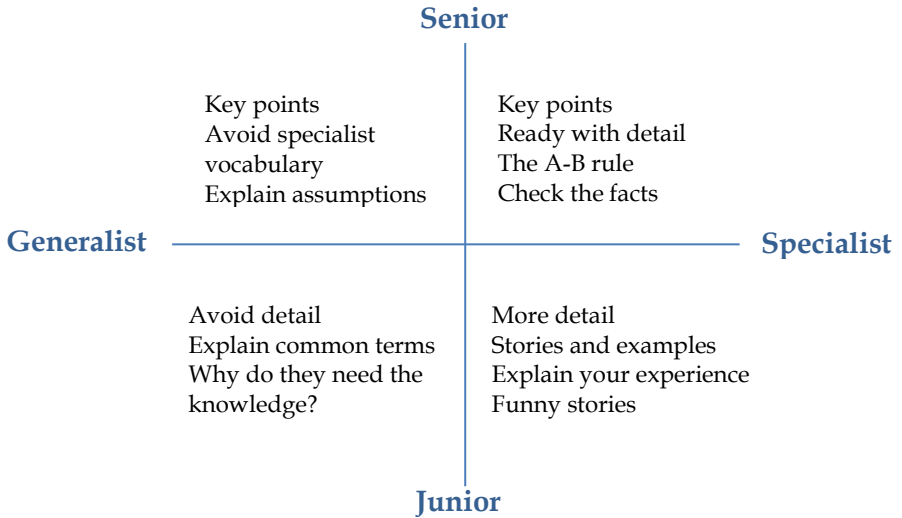
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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?
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DIAGNOSING YOUR AUDIENCE



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

