

# 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. My name is Judy, and these are my teammates, Flora and Tweety. Today, we will introduce Din Tai Fung, a restaurant brand famous for its xiaolongbao. It is highly regarded in Taiwan and has successfully expanded worldwide. In this presentation, we will explore Din Tai Fung's signature dishes and its successful business model. Our objective is to provide insight into how Din Tai Fung has become a globally recognized brand through high-quality cuisine and a unique business model. This presentation will last approximately 10 minutes and will conclude with a Q&A session. Please switch your mobile phones to silent mode, and if you have any questions, kindly save them for the end of the presentation.

qualify yourself

↓ structure

↓ starting sentence.

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

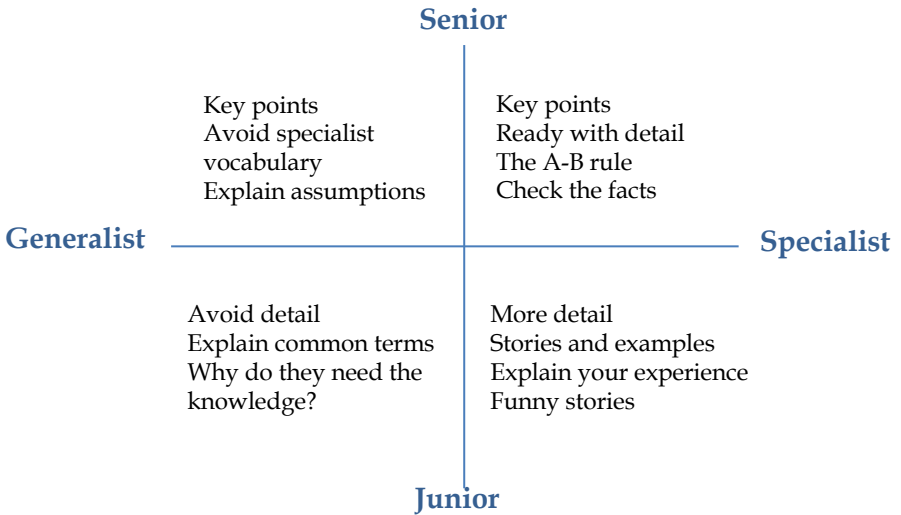
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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 your name...  
Could you tell me your name again?
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### DIAGNOSING YOUR AUDIENCE



**WHO IS YOUR AUDIENCE?  
POINTS HERE.**

**FILL UP SOME KEY**

