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.

& structure V 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 you name... Could you tell me you name again?

DIAGNOSING YOUR AUDIENCE

Senior

Generalist	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	Specialist	
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories		
Junior				
WHO IS YOUR AUDIENCE? POINTS HERE.		FILL UP SOME KEY		
Senior				
What terms to explain? What ideas to explain? Any assumptions or complex ideas? How Din Tai Fung's quality control and customer experience drive its		What are key points? What is A and what is B?		
How Din Tai Fung's quality control and customer experience drive its global success.		Din Tai Fung's ability to m quality while scaling globa	amtain Ily. sales	
Generalist			Specialist	
How Din Tai Fung became an international sensation.		Observing their open kitchen where dumplings are meticulously crafted.		
		What experiences do you	i want to	

What detail do they need to know?

What experiences do you want to talk about? What good stories to share?

Junior