

# Presentation Skills

---



Professor Stanworth

<https://stanworth.site/>

Name: Peggy

ID number: M1363109

# 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, my name is Peggy. This afternoon I am going to talk about Louisa coffee. I am talking to you about this because of Louisa coffee is the popular coffee brands in Taiwan. The objective of this presentation is to help everyone learn more about Louisa Coffee. Today's will take about 15 minutes. You don't have to make a note. This presentation is structured into 4 sections. Section one is Company Overview, Section 2 is Business Locations, Section 3 is Product Offerings and Section 4 is Particularly Known For. After Section 4, you will have the opportunity to ask questions.

and these are my team members

presentation last

Let's start with company overview

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

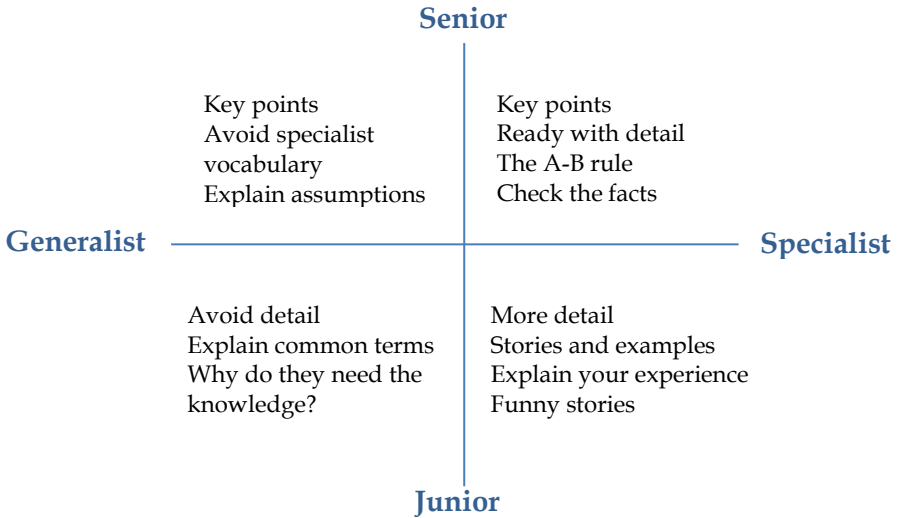
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

