## **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, my name is Ray, and these are my teammates, Waylon and Jimmy. We are glad to introduce Wowprime to you today. And I am talking to you as the marketing specialist of wowprime. The objective of this presentation is to share Wowprime's key features and history. The presentation will last about 15 nimutes. I'm so sorry about there are no handouts today, but please feel free to take notes or pictures of my slides. I kindly ask the good hold your questions until the end of my presentation. Also, please turns your celephone to silence. This presentation is structured into five sections. That's begin with Section 1: A Brief Introduction.

good

share an overview of the company it distinct products, 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.

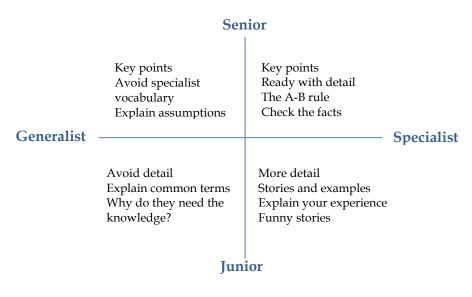
I'm the sales manager for SDI's International division.

- 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.

Sen What terms to explain? What ideas to explain? Any assumptions or complex ideas?	What are key points? What is A and what is B? Our business philosophy focuses on three things: Dish
Wowprime keeps food exciting by updating menus twice a year. They focus on "customer-first"  Generalist	Development, Customer Service, Ambiance. Chamonix's upscale ambiance tops basic setups / while Shi Erguo's affordable vibe scales faster, per revenue data.  Specialist
Wowprime changes food twice a year so you always get something new to try, keeping the restaurant fun. They let you eat as long as you want—no timers—because they think you'll like them more and come back.	Their "no rush" rule let me chat for hours at Shi Erguo; the waiter even joked, "Take all week if you want!"  What experiences do you want to talk about?  What good stories to share?
What detail do they need to know?  Junior	