

# 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 minutes. 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 that you hold your questions until the end of my presentation. Also, please turns your cellphone 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 and its distinct products.

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

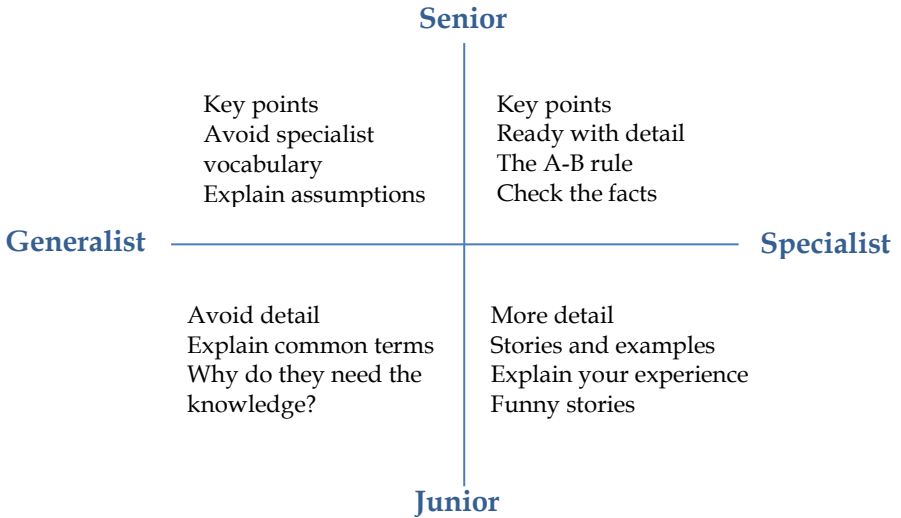
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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?
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## DIAGNOSING YOUR AUDIENCE



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

