Presentation Skills



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first sentence.

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, ladies and gentlemen. My name is Tweety, and they are my teammates Flora and Judy. Today we are going to talk about Din Tai Fung, a renowned Chinese restaurant from Taiwan. The topic of this presentation is to introduce Din Tai Fung's history, signature products, business model and how it became a legend in Chinese cuisine. This presentation will be last about 15 minutes. Before we start this presentation, please don't forget to switch your cellphone into mute mode. If you have any questions, please don't hesitate to let me know at the end of this presentation.

Qualify why year?

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

	Ser	nior		
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		
	Jun	ior		
WHO IS YOUR AUDIENCE? POINTS HERE.		FILL UP SOME KEY		
	Ser	nior		
What terms to explain? What ideas to explain? Any assumptions or complex ideas?		What are key points? What is A and what is B?		
The history of Ding Tai Fung. How did xiaolongbao become their signature products?		How does Ding Tal Fung consistent quality between branches?		
Generalist —			Specialist	
What are the signature products of Ding Tai Fung?		Classic service cases and experiences at Ding Tai	//	
What detail do they need to know?		What experiences do you talk about? What good stories to share	?	

Junior