

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 Waylon. This is Ray and this is Jimmy. This afternoon I'm going to talk about Wowprime. I am talking to you about this because Wowprime is one of the most representative Taiwanese international companies in my consideration. The objective of this presentation is to introduce an overview of Wowprime, its business model, and brand characteristics. Today's will take about 15 minutes. You don't have to make a note. You can ask questions at the end of the presentation. And please switch your mobile phone off, thank you. This presentation is structured into 3 sections. Section one is an overview of Wowprime. Section 2 is about the history of Wowprime and its operation philosophy. And Section 3 is about brands under Wowprime in Taiwan and China market. After Section 3, you will have the opportunity to ask questions. Now go into the Section 1.....

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presentation

SP

last

good!

lets start with the overview of

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

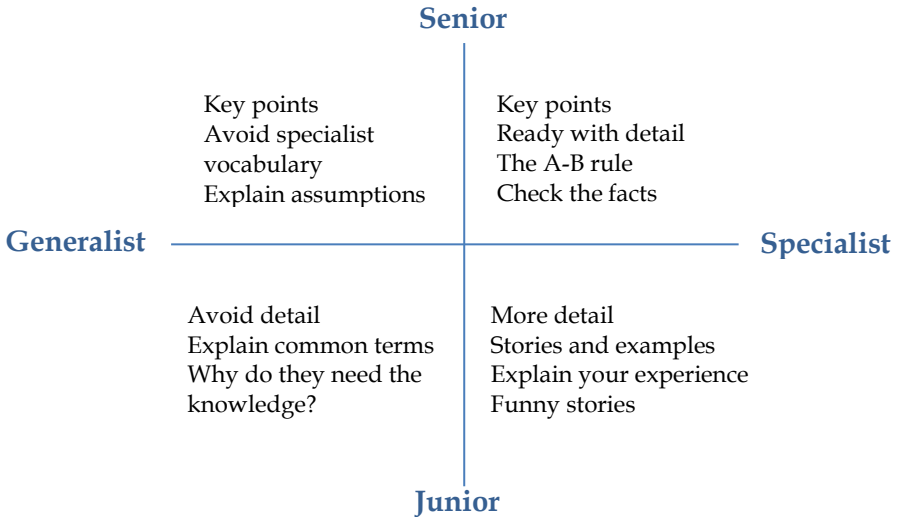
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

