

# Presentation Skills

---



Professor Stanworth

<https://stanworth.site/>

Name: Roy Tsai

ID number: M1363108

# 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 Roy Tsai and today I'm excited to introduce you to SDI. ~~As business students, I believe you'll find it interesting to learn about how this company has grown, its core products, and its commitment to quality and sustainability.~~" "This presentation will cover three main sections: first, a brief history of SDI; second, its key products, quality standards, and sustainability initiatives; and finally, its current market position and business operations. By the end of this session, you'll have a clear understanding of how SDI operates and what makes it successful." "This presentation will last approximately 10 minutes and will conclude with a Q&A session. Please switch your mobile phones to silent mode, and if you have any questions, kindly save them for the end of the presentation."

and this is...  
let

objectives  
Qualify yourself

Let's start with....

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

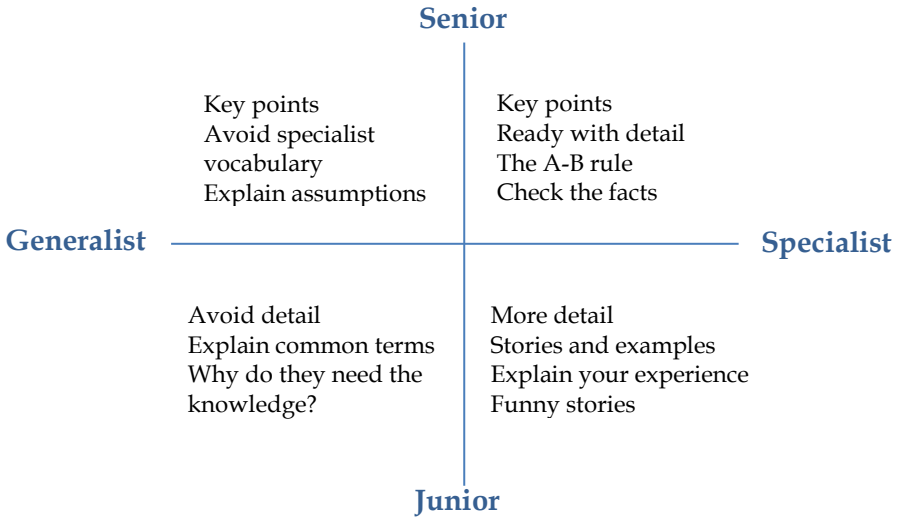
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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 your name...  
Could you tell me your name again?
-

**DIAGNOSING YOUR AUDIENCE**



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

