

Tips

Presentation Skills



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CLASS 2 – LAYOUT

The following are some useful equipment and associating vocabulary. If you are asked what you need for your presentation you will have an answer!



Presentation Mouse



Slide Projector



Extension wire



**Liquid Crystal Display (LCD)
projector**



VGA Connector



HDMI Connector



Laser pointer



Flip Chart

Positive Signals

Positive Signals Practice

| | |
|--|--|
| I'm happy I'm honored | → to have this opportunity to... |
| It is an honor It is a great opportunity | → <u>to be here today</u> and speak about... |
| Good morning, Good afternoon, Good evening, | → ladies and gentlemen. |
| Welcome to I'm glad to see you at Thank you for your interest in | → my presentation. |

Topic Sentences Practice

| | |
|--|---|
| The topic The aim The main point | → of this presentation is... |
| The reason I am here is to | → review our work on... describe the results from... introduce... |

For your next presentation:

What will be your positive signal?

I'm happy to have this opportunity to ~~introduce my presentation to you.~~

What will be your topic sentence?

The topic of my presentation is ~~talking about~~ the Uni-president enterprises corp
~~and Want Want China Holding Ltd.~~

to