

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 morning everyone, my name is Aaron, ~~and I'm majoring in Business Administration.~~ and these are my group members. It's my honor to be here to speak with you guys. Today, my group mates and I are going to talk about two prosperous and successful enterprises which are Amazon and Patagonia, both of them have being impressed us a lot. The presentation will be structured into 4 sections; moreover, the presentation will last about 15 minutes. Besides, all of you guys can ask any relevant questions at the end of presentation. Before starting today's presentation, please do not forget to switch your phone to airplane mode.

Short simple sentences

Check the order - rules are earlier on.

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

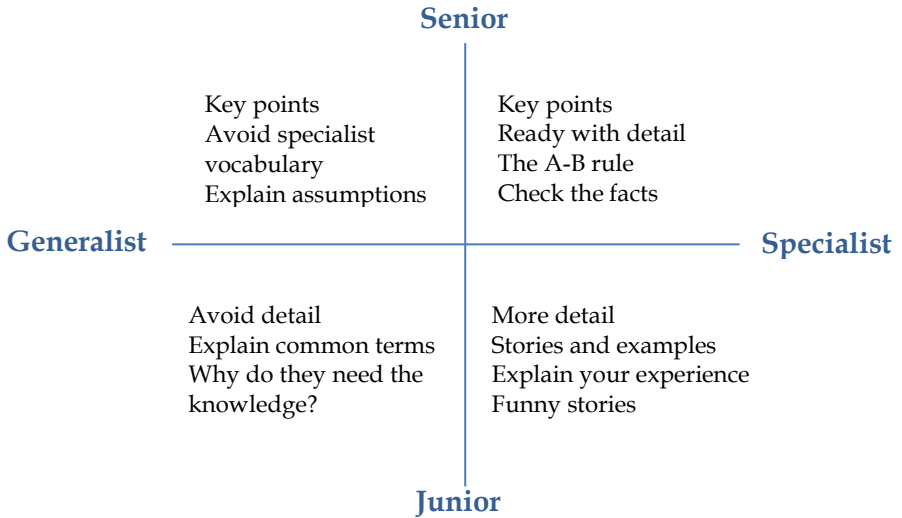
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

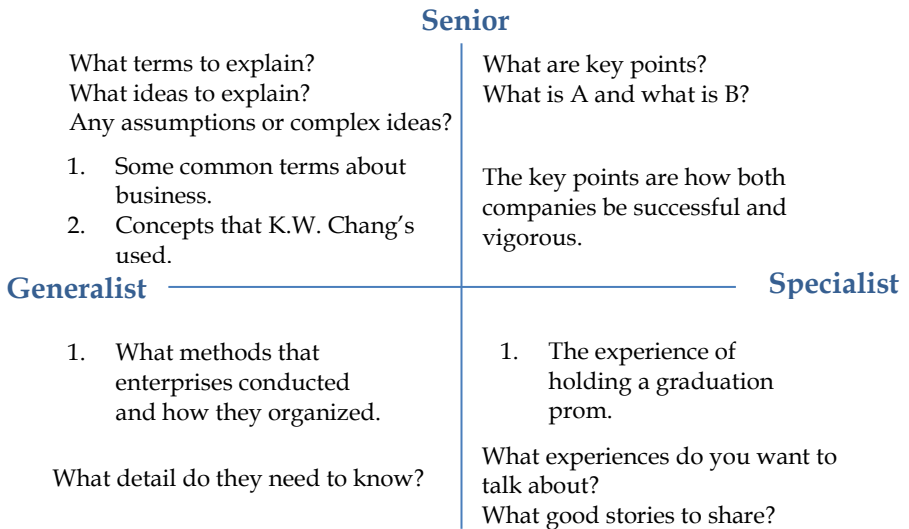
Introduction Sentences

- 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.



Junior

Think here about your company. You are talking to a generalist audience - they need to know the basics of your company