# **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. and these are my group

Good morning everyone, my name is Aaron and I'm majoring in Business Administration. It's my honor to be here to speak with you guys. Today, my group mate 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 structed 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.

Exercise

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**

Senior		
Key points Ready with detail The A-B rule Check the facts Specialist		
More detail tories and examples explain your experience unny stories		
Re Fl Cl to		

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

Senior	
What terms to explain? What ideas to explain? Any assumptions or complex ideas?	What are key points? What is A and what is B?
<ol> <li>Some common terms about business.</li> <li>Concepts that K.W. Chang's used.</li> </ol>	The key points are how both companies be successful and vigorous.
Generalist —	Specialist
<ol> <li>What methods that enterprises conducted and how they organized.</li> </ol>	<ol> <li>The experience of holding a graduation prom.</li> </ol>
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?

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