Presentation Skills



Professor Stanworth

https://stanworth.site/

Name: Abby

ID number: S1363020

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 members

Good morning. My name is Abby This morning we're going to talk about Giant Business. I'm talking to you about this because Giant Business is one of the biggest bicycle businesses in the world. It's also the most famous bicycle brand in Taiwan.

Our objective is to persuade you to go on a business cooperation with us. This presentation will the at least 15 minutes. This presentation is structured into N sections (not decided yet). You'll have the opportunity to ask questions. The bathroom is next to the stairs, you can use it whenever you need it.

Good start - check:

- group introduction
- overview one sentence only

Our objective is to share the benefits of partnering with us

This presentation will last about . . .

- order when do rules go? When does structure come?

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			
Generalist	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	Specialist
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories	
Junior			

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?		
Click or tap here to enter text.	Click or tap here to enter text.		
Generalist —	Specialist		
Click or tap here to enter text.	Click or tap here to enter text.		
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?		

Junior