

# 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 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 ~~take~~ <sup>last</sup> 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)

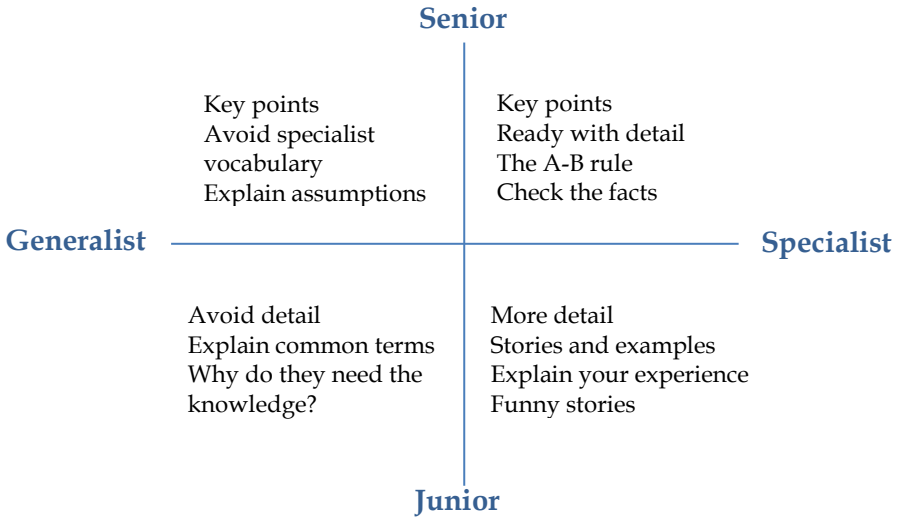
Here is some basic sentences patterns to get you started

### 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 your name...  
Could you tell me your name again?
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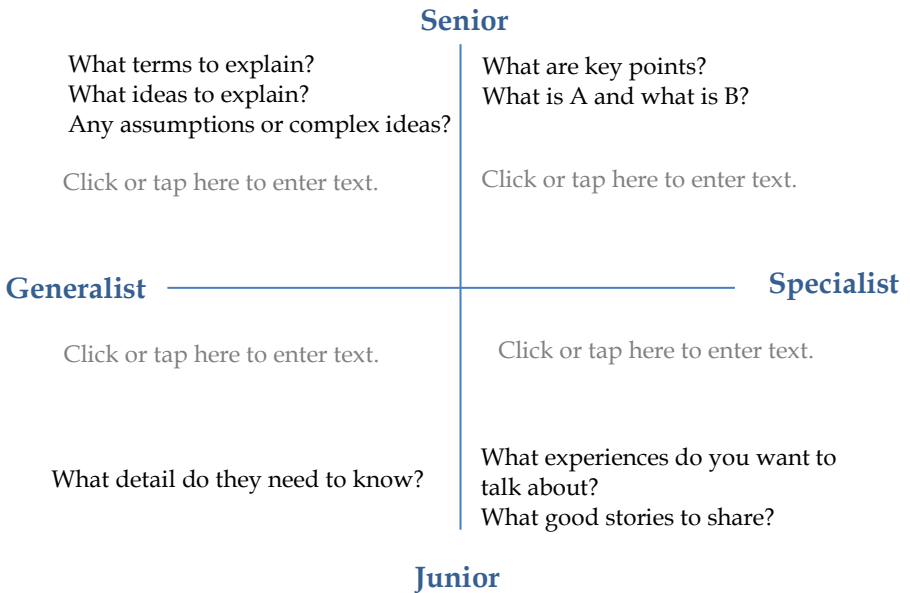
## DIAGNOSING YOUR AUDIENCE

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

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Missing :(