

Presentation Skills



Professor Stanworth

<https://stanworth.site/>

Name: [Alan](#)

ID number: [S1363016](#)

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 Alan. ~~I am studying in Business Administration.~~ Today, me and my partners are going to talk about Wowprime Corp and ASUS. The reason we chose these two companies is because of their success in ~~computers and foods.~~ We are going to take you two of these different companies, you will have the opportunity to ask questions at the end of the presentation.

Check:

- positive signal - one phrase
- My name is Alan and these are my group members
- What about the objective?
- Think *sentences*
- Rules - what is missing here . . . ?
- What about structure?

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

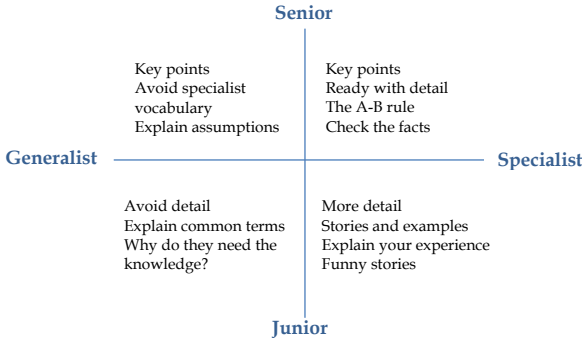
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

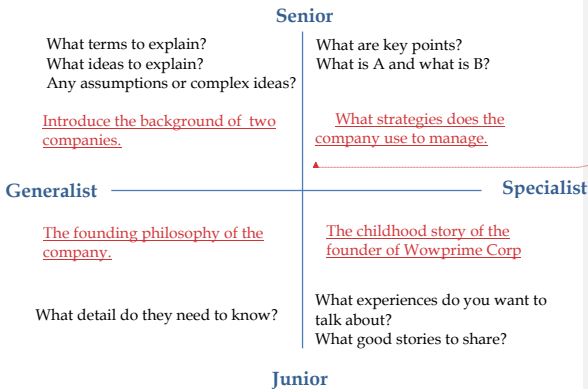
Introduction Sentences

- 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



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



已設定格式: 字型: (中文) 新細明體, (中文) 繁體中文 (台灣)

Good direction - do not forget an overview of products and services