Presentation Skills

## **Presentation Skills**



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Presentation Skills

Professor Stanworth Exercise

# 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. <u>ham studying in Business</u> <u>Administration</u>. Today, me and my partners are going to talk about Wowprime Corp and ASLS. The reason we chose this two company is because of their success in <u>computer-and foods</u>. We are going to take you wo 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

2

- What about the objective?
- Think sentences
- Rules what is missing here . . . ?
- What about structure?

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3

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?

Presentation Skills		Professor Stanworth Exercise							
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	t					
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories	e						
Junior									
WHO IS YOUR	AUDIENCE? FILL UP SOM								
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?							
Introduce the background of two companies.		What strategies does to company use to manage.		已設定格式:	字型: (中文)	新細明體,	(中文) 🦹	素體中文	(台
Generalist			Specialis	灣) st					
The founding philosophy of the company.		<u>The childhood story of the</u> <u>founder of Wowprime Corp</u>							
What detail do they need to know?		What experiences do you want to talk about? What good stories to share?							

## Junior

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