

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.

Good afternoon, My name is Alice. I am going to talk about the product – goshare, which comes from gogoro. I am talking to you about this because I've had more convenience after using the product in my daily life. The objective of this presentation is to know what advantages the product bring, ~~the history and the future of the product then relevant to the brand.~~ It's a 10 minutes short presentation. And you guys have to make note, also turn off you mobile phones to keep focus during the presentation. If you have any question, staying until the end of the presentation, and come to our seats to ask us.

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Much is good here but . . .

I've had 2 years of experience with this product
The objective of this presentation is to share the benefits of Goshare with you.

Today's presentation will last about ten minutes
Please feel free to take notes or pictures during the presentation

Don't forget to turn off your phones or turn them to silent mode

If you have any questions please save them until the end

**what is missing - see section 6. in the handout

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

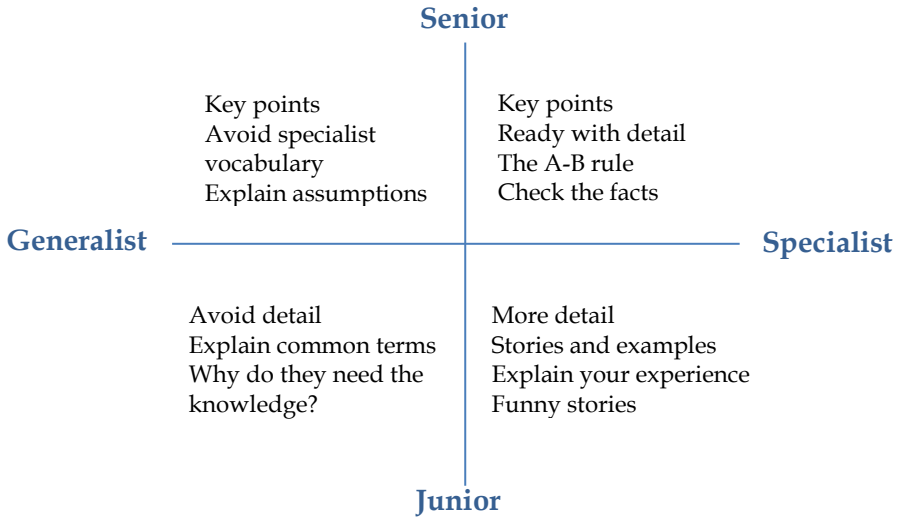
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

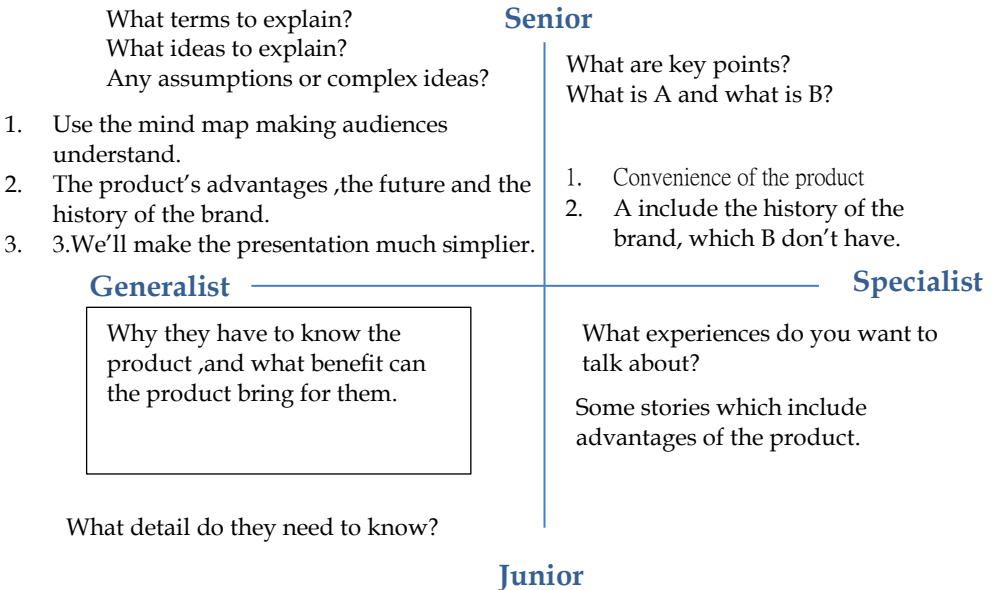
Introduction Sentences

- 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?
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DIAGNOSING YOUR AUDIENCE



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



What detail do they need to know?

Yes - senior may want to know sales / market size competitors