

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.

do not forget group, too

Good morning. My name is Angela. This morning I am going to talking about Giant. I am talking to you about this because of my experience as sale in the company. The objective of this presentation is demonstrate how partnering with Giant has advantages. This presentation is structured into three sections. Section one is Section 2 is and Section 3 is After Section 3, you will have the opportunity to ask questions. Now let's start with section 1.

Good - but check:

- order
- rules come before structure
- Keep everything short and sweet like this and focus on audience contact when delivering it

sales executive

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

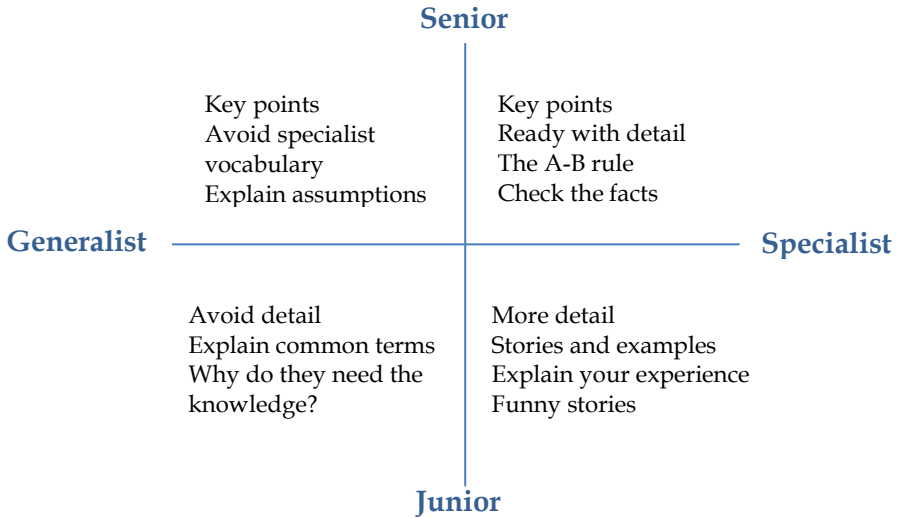
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

