Presentation Skills



Professor Stanworth

https://stanworth.site/

Name: Charlene

ID number: <u>S1163017</u>

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 team members

Good morning, everyone. My name is Charlene. Welcome to my presentation. Today would like to introduce a very famous coffee chain in Taiwan, Louisa. Louisa is known for its eozy atmosphere and commitment to quality, which make it become the largest coffee brand in the country. Also, it appeals a wide range of customers, from students to professionals. Following, I will present detailed information about Louisa through next five sessions. This presentation will last about 10 minutes. If you have any questions, please wait till the end of this presentation.

Short and simple Objective? Qualify yourself? Rules and then structure - check wording and order

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?

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
	Avoid detail Explain common terms Why do they need the knowledge? Jun	More detail Stories and examples Explain your experience Funny stories	

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

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?		
Click or tap here to enter text.	Click or tap here to enter text.		
Generalist -	Specialist		
Click or tap here to enter text.	Click or tap here to enter text.		
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?		

Junior