

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.  and these are my team members

 Good morning, everyone. My name is Charlene. Welcome to my presentation. Today ~~I would~~^{we} like to introduce a very famous coffee chain in Taiwan, Louisa. Louisa is known for its cozy 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. ~~And~~ Don't forget to switch your phone off. Thank you for your attention. 

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:

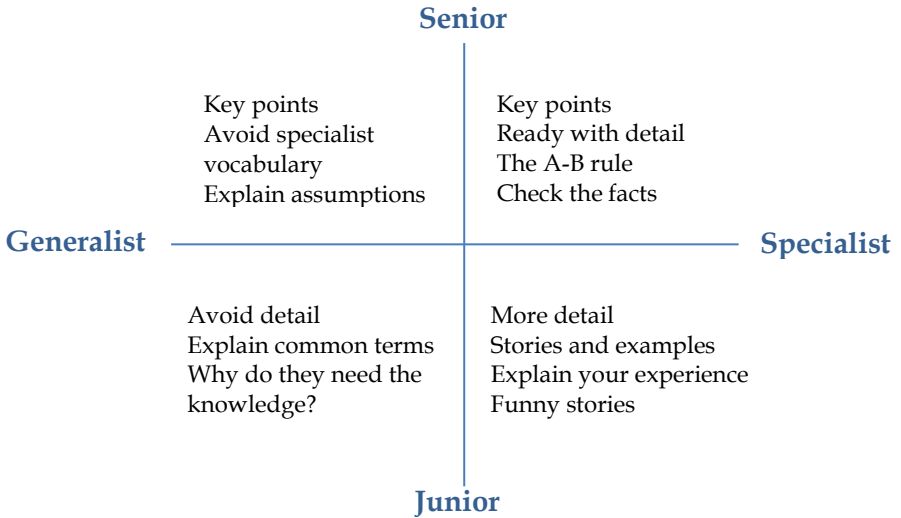
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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?
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DIAGNOSING YOUR AUDIENCE



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

