

# 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 morning, my name is Elysium. Today, I am going to talk about Wowprime Corp. I am talking to you about this is because it is well-known throughout Taiwan. The objective of this presentation is to show how they successfully attract consumers. The presentation has four sections. At the end of the presentation you will have the opportunity to ask questions. Before the presentation starts, please make sure your cellphones are turned off or set to silent mode. Now, let's start our presentation.



Good start but

- where do rules fit in the order?

Do not forget team members introduction

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

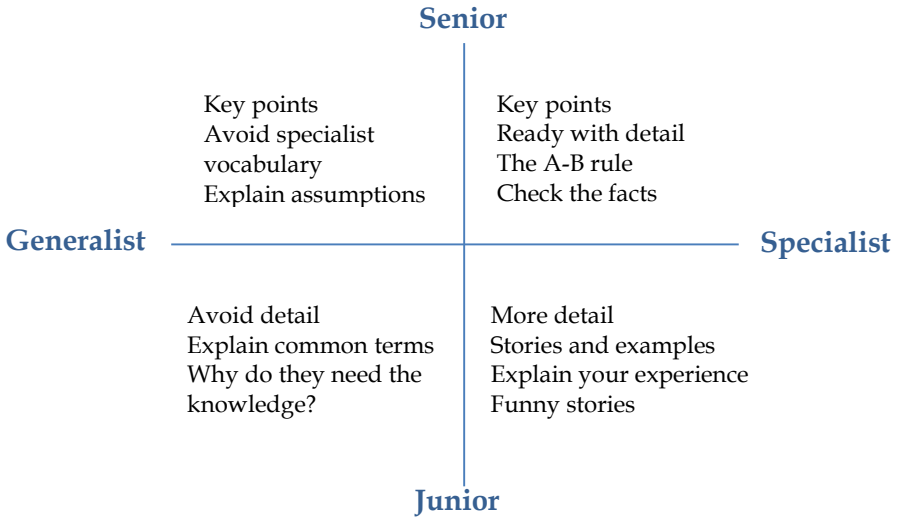
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

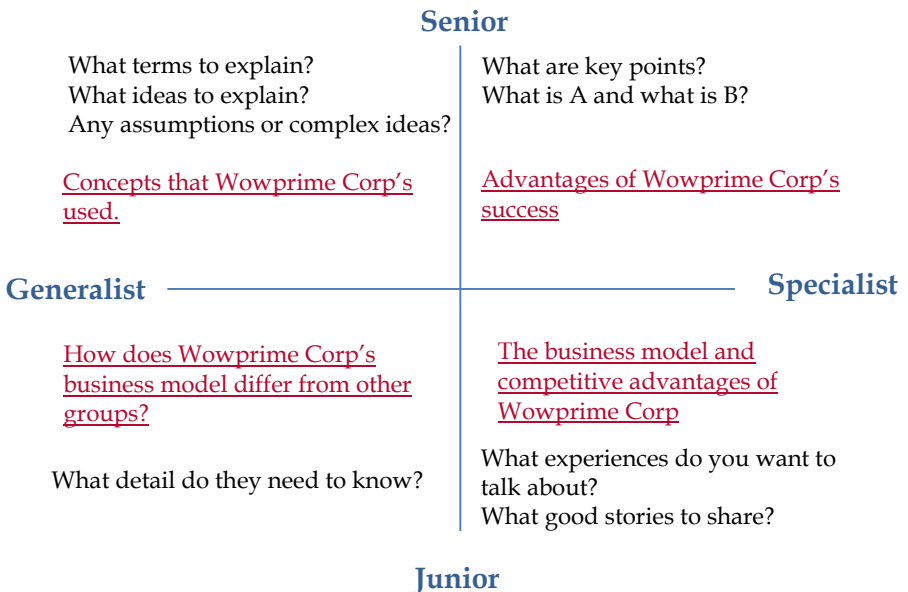
### Introduction Sentences

- 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.**



Do not forget to introduce products and services on offer