

# 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 my team members are . . .

Good morning, my name is Eric. Today we want to talk about Fubon group. Fubon group is a Taiwan local company that offer several services, such as finance, communications, education, public welfare and other services. So today we're going to introduce it's history, the advantages and the foreseen future. Our presentation will last about ten minutes. Any questions or confuses if you have, please wait until the end of this presentation. Also, remember to turn off your phone or switch to flight mode. I'll appreciate it and you can have a good experience during the presentation.

Check the handout

- Objective sentence
- section 6 and section 7

Each is a short simple sentence

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

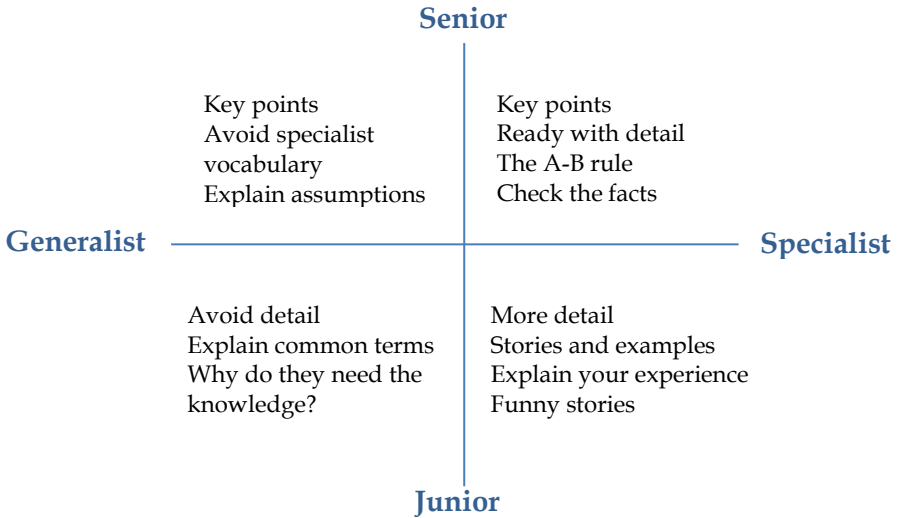
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

