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 by 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?

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?	More detail Stories and examples Explain your experience Funny stories		
Junior				

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?		
The advantage of the company, and discuss why can it being success.	The foreseen future, analyze the company and discuss.		
Generalist —	Specialist		
The service that Fubon offered	The history of Fubon group, and how do they solve problems.		
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?		
Yes	ior		

Junior