Presentation Skills

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Professor Stanworth

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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.

MGood morning, my name is Hans frin majoring in Business Administration. Today, me and my partners are going to talk about Amazon and Patagonia. We choose these companies for being impressed by the huge success of them, and the

presentation is going to introduce the stories behind their success.Our presentation will be last for **Solinites**, and structured into 4 sections, you will have the opportunities to ask questions at the end of the presentation.

my partners and I

Check:

We chose these company because . . .

- What is the wording for section 4?
- Check section 5 wording
- Check section 6 wording

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?

Professor Stanworth Exercise

DIAGNOSING YOUR AUDIENCE

Senior

Key points

Avoid specialist

vocabulary Explain assumptions

Generalist

Key points

Ready with detail

The A-B rule

Check the facts

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?

1. some commen terms

2.background message 3.explain assumptions

What are key points? What is A and what is B?

1.The way they use to be

successful

to discuss.

2.A is that they understand the key ponts and B is that they start



Generalist

Specialist

已設定格式

Specialist

How the companies advertise their products

—The way how I learned drawing

What detail do they need to know?

What experiences do you want to