



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 Hans, I'm majoring in Business Administration. Today, me and my partners are going to talk about Amazon and Patagonia. We chose 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 5 minutes, 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:

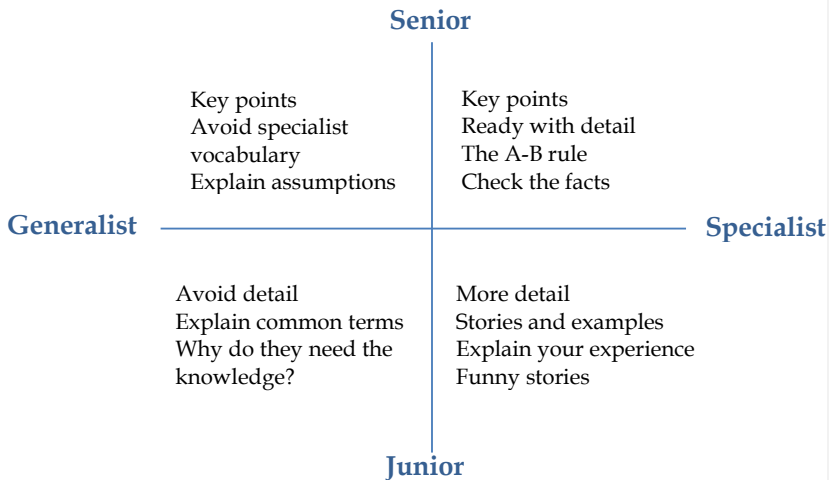
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

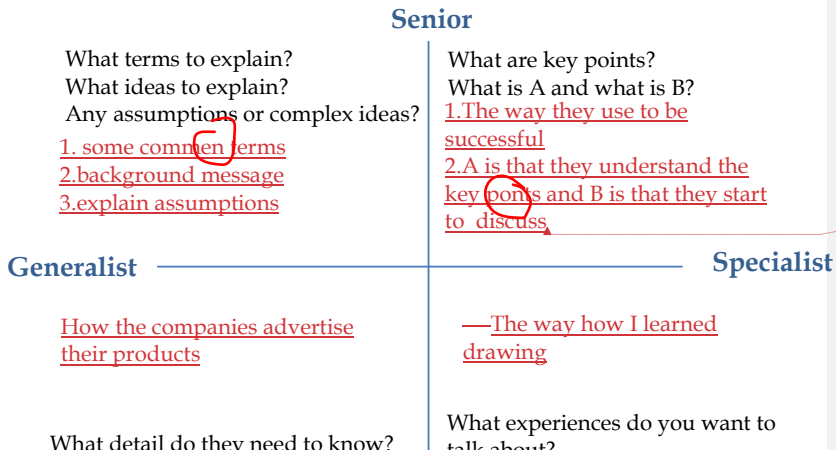
Introduction Sentences

- 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 your name...
Could you tell me your name again?
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DIAGNOSING YOUR AUDIENCE



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



OK

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