

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 these are my team members

Good morning, everyone. I'm Harry, and welcome to my presentation. I'm ~~majoring in Business Administration.~~ Today, my partner and I are here to introduce ~~two companies:~~ Amazon and Patagonia. I'm sharing this with you because I'm impressed by their remarkable success, ~~and I'm going to discuss their success stories.~~ This presentation is divided into 4 sections and will last for about 10 minutes. There will be no handouts, but you can ask questions at the end. Lastly, please make sure your cellphones are turned off or set to silent mode. ~~Now, let's begin the presentation.~~

Check the order - when do rules come?

What is the last sentence supposed to be?

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)

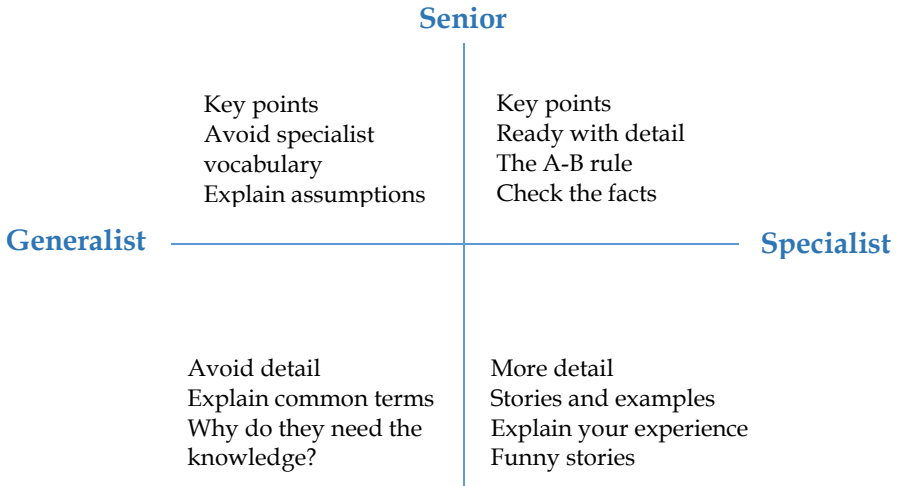
Here is some basic sentences patterns to get you started

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?
-

DIAGNOSING YOUR

AUDIENCE



**WHO IS YOUR AUDIENCE?
POINTS HERE.**

FILL UP SOME KEY

Senior

What terms to explain?
What ideas to explain?
Any assumptions or complex ideas?

Some common terms will appear
in the company's introduction.

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

The way they success.
The company's advantages

Generalist

Specialist

Know the company how to invent
and advertise.

Some stories about the company

What detail do they need to know?

What experiences do you want to
talk about?
What good stories to share?

Junior

Senior and specialist would be
interested in the financial success