

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. My name is Hedy. This morning me and my partner are going to talk about ~~an enterprise called~~ Want Want China Holdings Limited. We talk about this enterprise because we want to know more about how this company has been successful. The objective of this presentation is to introduce the details of Want Want China Holdings Limited. to you.

my partners and I

NOTE: order

We are talking about this company because of our interest in its succes.

CHECK

What is missing? Much is missing from the introduction structure

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

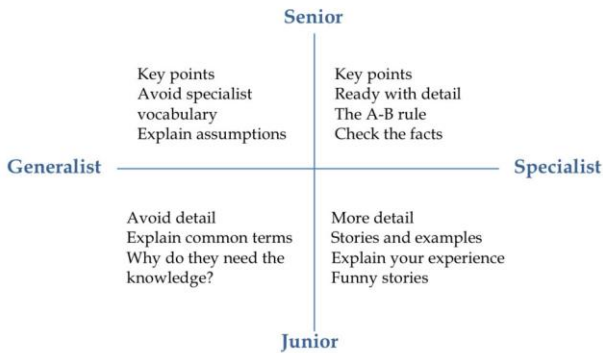
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

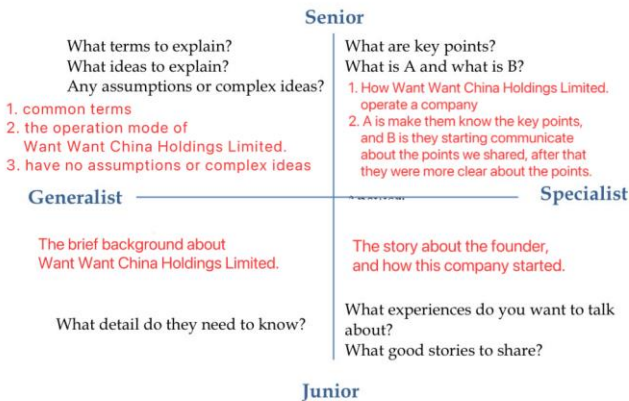
Introduction Sentences

- 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.



Yes - specialist would want details on financial aspects