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 $\frac{1}{2}$

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 you name...
 Could you tell me you name again?

	Ser	nior	
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	
	Jun	ion	
Who is your au	DIENCE? FILL UP SOME KEY PO		
WHO IS YOUR AU	DIENCE? FILL UP SOME KEY PO		
What ter	DIENCE? FILL UP SOME KEY PO	INTS HERE.	
What ter What ide Any assi 1. common terms 2. the operation Want Want Ch	Ser ms to explain? eas to explain? umptions or complex ideas?	nior What are key points?	ey points, nunicate after that the points.
What ter What idd Any assu 1. common terms 2. the operation Want Want Ch 3. have no assur Generalist	Ser ms to explain? eas to explain? umptions or complex ideas? mode of ina Holdings Limited.	What are key points? What is A and what is B? 1. How Want Want China Hok operate a company 2. A is make them know the k and B is they starting commabout the points we shared,	ey points, unicate after that the points. Specialis

Junior

Yes - specialist would want details on financial aspects