

Presentation Skills



Professor Stanworth

<https://stanworth.site/>

Name: Isa

ID number: S1363002

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 my team members are . . .

Good morning! My name is Isa. Today, my partners and I are going to talk about Want Want China Holdings Limited, one of the largest food manufacturers in Taiwan. We're talking to you about this because of its significant success in the industry. The objective of this presentation is to introduce the value of Want Want China Holdings Limited. Our presentation will last about 10 minutes. If you have any questions, please wait until the end of the presentation. Please don't forget to turn off your phone or switch to flight mode.

Section 6?

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

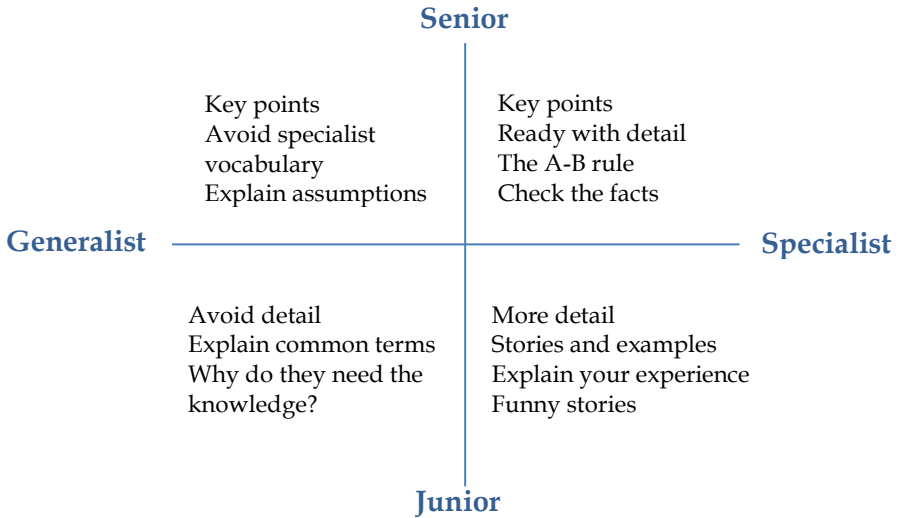
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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?
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DIAGNOSING YOUR AUDIENCE



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

