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 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?

DIAGNOSING YOUR AUDIENCE

Senior

Generalist	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	Crocialist
Generalist			Specialist
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories	

Junior

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

Senior		
What terms to explain? What ideas to explain? Any assumptions or complex ideas?	What are key points? What is A and what is B?	
 common terms The background of the company 	Explain the reasons behind the company's success and provide more detailed abou	
Generalist	Specialist	
The basic background of the company and some of its famous products.	The background story of the company and how the company is organized.	
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?	

Junior

Ok