

# Presentation Skills

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Professor Stanworth

<https://stanworth.site/>

Name: Ivy

ID number: S1363029

## 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 everyone, my name is Ivy. ~~And~~ today ~~me and my team~~ are going to talk about the company called GoShare ~~that make our life more convenient~~. The objective of this presentation is to give all of you know how does it work in Taiwan and also how you can use it. Before the presentation begin, please ~~turning~~ your mobile phones off ~~and focusing on us~~. Our presentation will last approximately 10 minutes. This presentation is structured into four sections. After Section 4, you will have the opportunity to ask questions.

my team and I  
(note order)

NO!

The objective of this presentation is to explain how GoShare works.

Bring point on questions to the rules

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

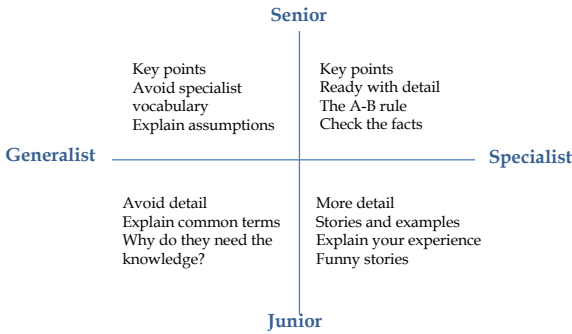
- Introduce your topic
- Get to know a few people - then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

#### Introduction Sentences

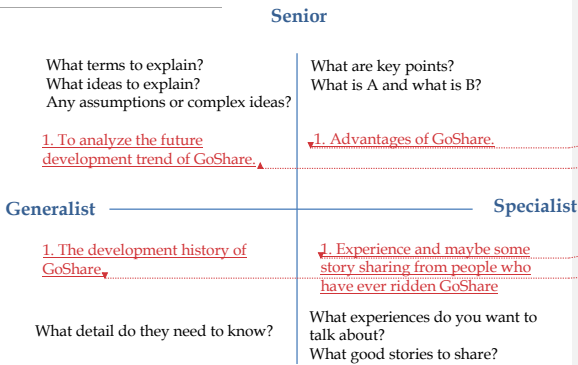
- Good afternoon.  
My name is Jack Wang.  
I'm the sales manager for SDI's International division.
  - Let me introduce myself.  
Here is my business card.  
That's my company there.
  - I don't think we have been introduced yet.  
What do you do?  
Where are you currently working?
  - I'm sorry; I don't remember your name...  
Could you tell me your name again?
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**DIAGNOSING YOUR AUDIENCE**



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

**FILL UP SOME KEY**



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Good direction.  
Keep developing this thinking