Presentation Skills

# **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  $\hfill \hfill \hfill$ 

Good morning, everyone Chin is Low speaking. Today, we are going to talk about Want Want China Holdings Limited. I am talking to you about this because of Want Want China Holdings Limited is originated from my hometown. The whole of this presentation is to give an overview about Want Want China Holdings Limited. The presentation will last about 15 minutes. If you have any questions, please wait till the end of this presentation.

Section 6+7?

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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

| Key points<br>Avoid specialist<br>vocabulary<br>Explain assumptions | Key points<br>Ready with detail<br>The A-B rule<br>Check the facts |                              |
|---|--|------------------------------|
| Explain assumptions   | Check the facts  | <ul><li>Specialist</li></ul> |

Senior

Generalist

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? Using some simple examples to explain why the company will be successful.

What are key points? What is A and what Finance,

How can they run the business successfully? What is the strategies?

## Generalist

What difficulties they met during the managed process? How do they conquer it?

What detail do they need to know?

Specialist

The background of why the founders want to start the business?

What experiences do you want to talk about? What good stories to share?

**Junior** 

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