

Presentation Skills



Professor Stanworth

<https://stanworth.site/>

Name: Jane

ID number: S1363035

CLASS 4 – GREETING AND KNOWING THE AUDIENCE

Introductions.

Complete the introduction structure for your next presentation. Use the structure I have introduced in the video.

Handwritten: ✓ my name is

Good morning, everyone. This is Lee speaking. Today, we are going to talk about Want Want China Holdings Limited. I am talking to you about this because Want Want China Holdings Limited is originated from my hometown, very known as Yilan. The objective 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. Do not forget to switch your mobile phones off. Thank you for your attention.

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

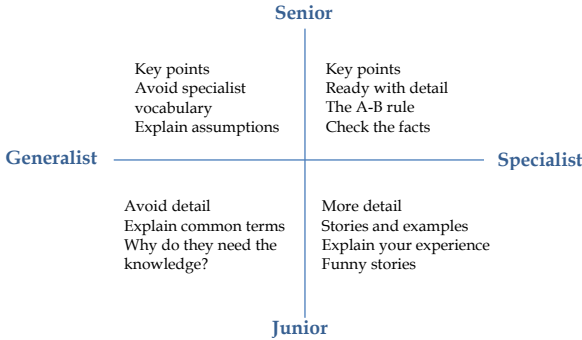
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

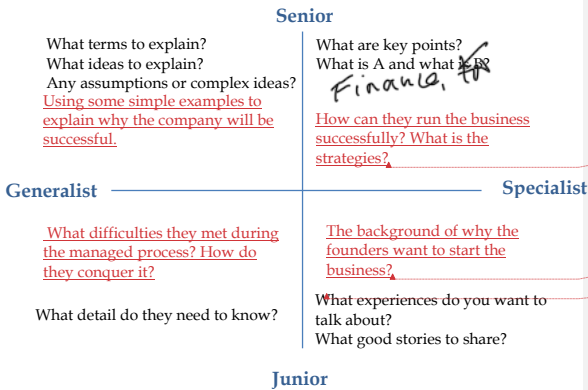
Introduction Sentences

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

DIAGNOSING YOUR AUDIENCE



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



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