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.

My name is Jason. This morning I am going to talk about Fubon Gro to you about this because of my interesting this enterpri m. Please turn off you mobile phones. There are four main sections that we will present to

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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

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

finance WHO IS YOUR AUDIENCE? FILL UP SOME KEY POINTS **Senior** What are key points? What terms to explain? What ideas to explain? What is A and what is B? Any assumptions or complex ideas? To demonstrate my ideal and Avoid professional terminology present the clear goal to audience Use common words but not hard. Talk about the details.. **Specialist** Generalist To describe the outlines and Avoid trivial and difficult words. explain the impact of meaning. Give some life examples to make them more easily understand. What experiences do you want to What detail do they need to know? talk about?

Junior

What good stories to share?