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.

Good morning inv name is Jason. This morning, I am going to talk about the company, Fubon Financial. I am going to talk about this because of my experience as a presenter for years. The objective of this presentation is to make you know more about our company and I will show you the advantages and our sincere for collaboration. The presentation will last about ten minutes. There are no handouts, but you can make some notes if you want. Any questions or confuses if you have, please be patient and wait until the end of this presentation. Also, remember to turn off your phone or switch to flight mode. I'll appreciate it and you can have a good experience during the presentation. Now let's get start from section 1...

Please feel free to make notes or take pictures

If you have any questions then please save them until the end.

What is section 6 and 7 Good flow - just missing the last part 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	Constaliat
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? Some common abbreviation of	What are key points? What is A and what is B?		
financial. What's the different between property and casualty insurance	The advantages of our company and the differences between others.		
and life insurance. Generalist	Specialist		
The main products or services of the company.	The history and fun facts of the company.		
Yes – good What detail do they need to know?	What experiences do you want to talk about? What good stories to share?		

Junior