

# 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, my 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:

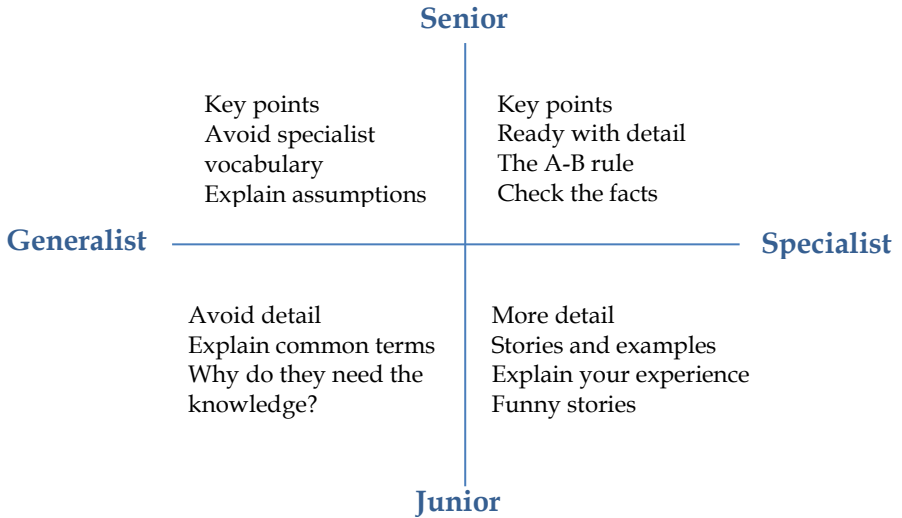
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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 your name...  
Could you tell me your name again?
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**DIAGNOSING YOUR AUDIENCE**



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

