

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. Who are your partners? ✓

one of the
Good morning! My name is Jeff. Today, my partners and I are going to talk about TSMC and McDonald's. We are talking to you is because of they may be famo(isc)panies in the world. The former became the key words of Taiwan. The latter opened many fast food restaurants around the world. The objective of this presentation is to help you learn more about what TSMC and McDonald's do and how to become the important part of the word. Our presentation will last about 15 minutes. This presentation is structured into five sections. After Section 5, you will have the opportunity to ask questions.

Do not forget to qualify yourself

Introduce the sections

Then - check wording for section 7

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

	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?	More detail Stories and examples Explain your experience Funny stories	

Junior

WHO IS YOUR AUDIENCE? POINTS HERE.

FILL UP SOME KEY

	Senior		
Generalist	What terms to explain? What ideas to explain? Any assumptions or complex ideas? <u>1. Some common terms about chips</u> <u>2. Background messages</u>	What are key points? What is A and what is B? <u>A: The way how to be successful and companies' cultures</u> <u>B: My experiences</u>	Specialist
	What detail do they need to know? Ok	<u>1. The story that I go to McDonald when I was a child</u> <u>2. Companies' founders stories</u> What experiences do you want to talk about? What good stories to share?	
	Junior		