

# 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! I am Kelly. My partners are Nicole, Sandra and Rita. This morning I am going to talk about Foxconn Technology Group. I'm talking to you about this because this company is well-known around the world for its electronics EMS business. The object of this presentation is to introduce the background and development of Foxconn. This presentation will last about 10 minutes. There are no handouts ~~and no need to take notes~~. If you have any questions, please ask at the end of the presentation. During the presentation, please remember to turn off your mobile phone, thank you.

but feel free to take notes or pictures.

Strong start but . . .

What about section 6 and 7?

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

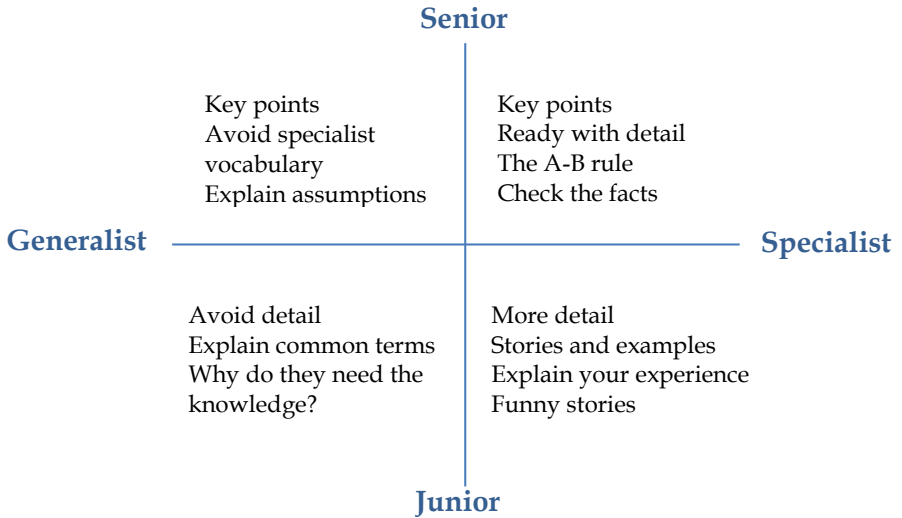
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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



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

