

# 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. `and my team members are . . .`

Good morning, <sup>LM</sup> my name is Lora. <sup>h</sup> I'm going to talk about ~~the operation and marketing strategy~~ of Net. I'm talking about this because I often buy clothes ~~and pants~~ there. I want to know more about what's behind its products, and I also take ~~this opportunity to share with you about Net.~~ The objective

of this presentation is to let everyone know why Net has become a brand that the public can afford and prefer in Taiwan. This presentation will last about 10 minutes, you can ask questions at the end. Before we begin, please remember to switch any mobile phones off.

What are the next two sections in the introduction?

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

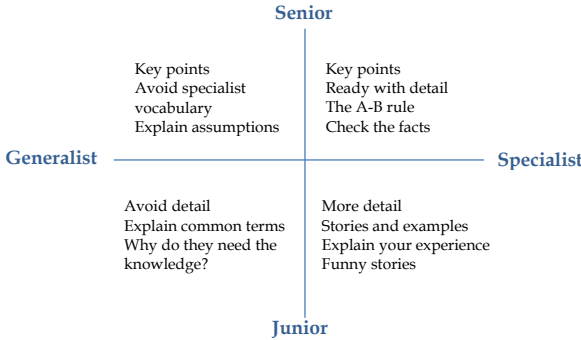
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

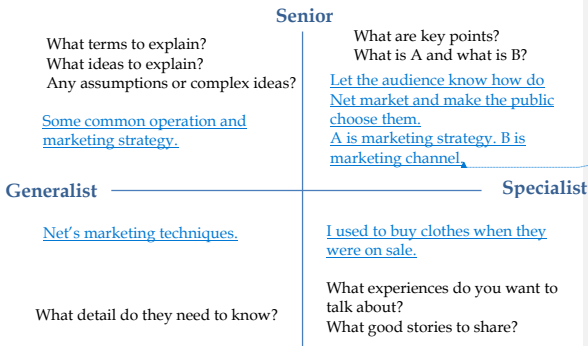
#### Introduction Sentences

- 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 your name again?

**DIAGNOSING YOUR AUDIENCE**



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



已設定格式

Generalists will want to know what they offer  
 Specialist and senior will want to know about  
 finances