

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, my name is Louise. Today I am going to talk about two companies. I am talking to you about this as a project leader of our team. The objective of this presentation is to compare the success of the two companies. The presentation will last for 10 minutes. There is no handout today, but you can ~~so~~ take you notes. You can ask me questions after I finish my presentation. One last thing to remind is that to make sure your phones are off. This presentation is structured into 3 sections, and now let's start with section 1.

Good start

. . you can take notes or pictures

Check section 6 wording

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

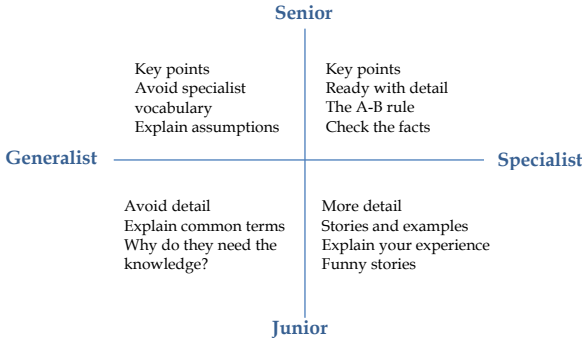
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

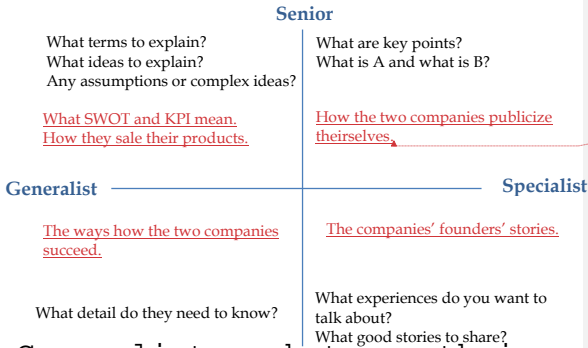
Introduction Sentences

- 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?
-

DIAGNOSING YOUR AUDIENCE



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



已設定格式: 字型: (中文) 新細明體, (中文) 繁體中文 (台灣)

Generalist - what are their products
Specialist - health aspects of McD