

# Presentation Skills

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Professor Stanworth

<https://stanworth.site/>

Name: Mandy

ID number: S1363004

## 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 Mandy. This morning, I am going to talk about Wowprime corp. I am talking to you about this enterprise is because I am a student studying business administration and I have done some research about this company. The objective of this presentation is to give an overview about the company. This presentation will last about 10 minutes. If you have any questions, please wait until the end of the presentation. Please remember to turn off your phone during the presentation.

ooops . . .

Great so far

What about section 6 and section 7?

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

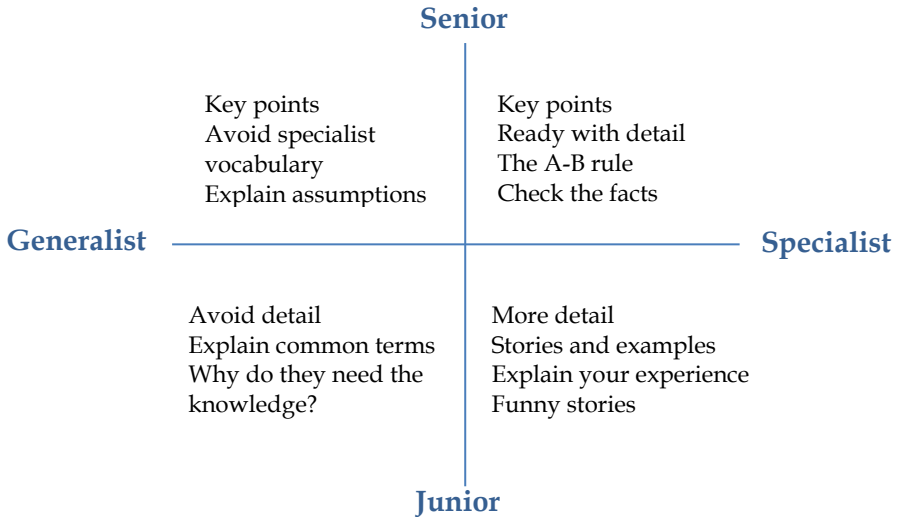
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

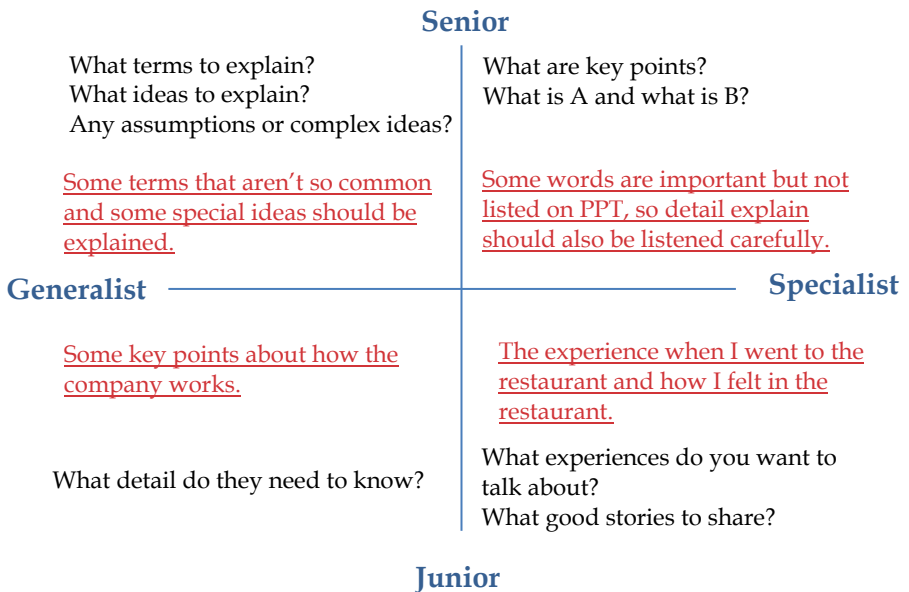
### Introduction Sentences

- 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 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.**



Good