

Presentation Skills

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Name: Click or tap here to enter text.

ID number: Click or tap here to enter text.

## 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.

Click or tap here to enter text. Good morning, my name is mina. I am a student from NCUE. Today I will introduce Want Want China Holding Ltd. I am talking to you about this because our group have interest in this food company. The objective of this presentation is to guide everyone to understand this corporation. There's no handout today, you can take a note or not, decide on you. This presentation will last for ten minutes. If you have any questions, you can raise your hand at the end of the presentation, we will answer you if we know the answer.

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

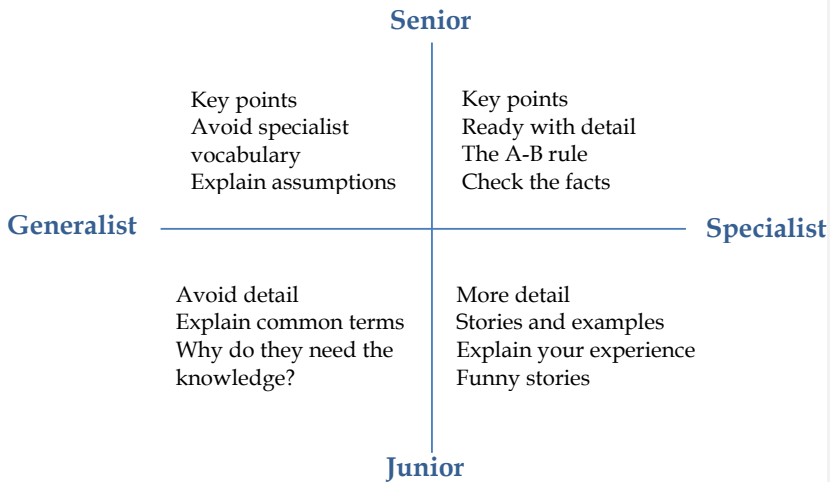
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

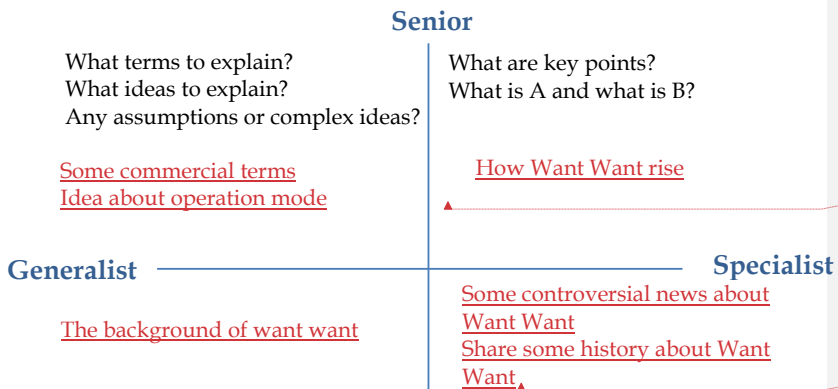
### Introduction Sentences

- 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



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



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