

Presentation Skills



Professor Stanworth

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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.

~~Hello, my name is Molly. It's glad to stand here and have a good presentation for you. Today, I will talk about the clothing store: NET. The topic is "Affordable Fashion for Everyone". The presentation will last about ten minutes. There is no handouts today, but you can take your own notes. At the end of presentation, I will keep some time for you to ask questions. This presentation is structured into seven sections, so let's get started.~~

Start with a positive signal

The objective of today's presentation is . . .

Check - qualify yourself

Check - section 6 in the handout

Check - what is end of the introduction?

(note - you have already started!)

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

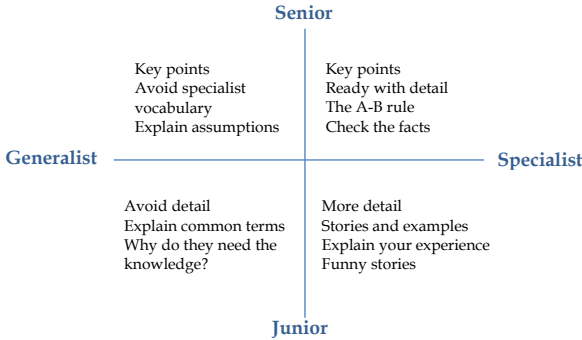
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

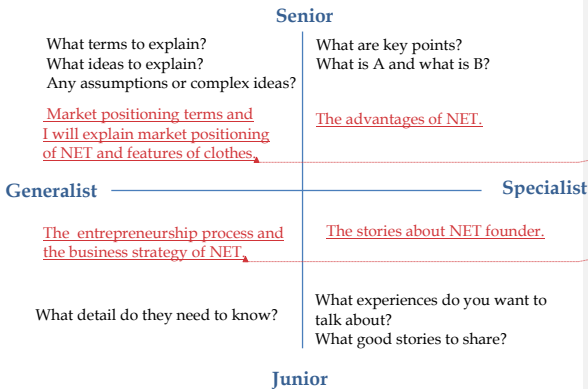
Introduction Sentences

- 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.



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Do not forget generalists want to know basics like clothes and service on offer ⁴