Presentation Skills

# **Presentation Skills**



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Presentation Skills

Professor Stanworth Exercise

# 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 if name is Nikki, This morning, my partnes and I are going to discuss GoShare . The reason why we are introducing GoShare is that in this generation, we frequently ride scooters on roads. The objective of this presentation is to inform you about how GoShare operates in Taiwan. Our presentation will last approximately minutes. This presentation is divided into four sections .After Section 4, you will have the opportunity to ask questions.

The reason we are introducing GoShare is our positive experience with this product.

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Good start Do not forget other rules, too. What are the four sections? What is the final part?

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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		Exercise					
Senior								
Generalist	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	Specialist					
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories	2					
Junior								
WHO IS YOUR AUDIENCE? POINTS HERE.		FILL UP SOM	E KEY					
Senior								
What terms to explain? What ideas to explain? Any assumptions or complex ideas?		What are key points? What is A and what is B	?					
1. Analyze the future development trend of GoShare, 2. Utilize SWOT to analyze		1. Why you should choc <u>GoShare.</u> 2. Advantages of GoShar						
Generalist		Specialis		t (Ei	<b>定格式:</b> 字型	20色彩:自動		
1. The development history of GoShare		1. Experience sharing fi who have ever ridden (		2m (2m				_
What detail do they need to know?		What experiences do you talk about? What good stories to sha						
	Jun	ior						

Ok - do not forget generalists need to know the products and services on offer