

# Presentation Skills

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Professor Stanworth

<https://stanworth.site/>

Name: Nikki

ID number: S1363047

## 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 Nikki. This morning, my partner 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 10 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.

Good start

Do not forget other rules, too.

What are the four sections?

What is the final part?

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

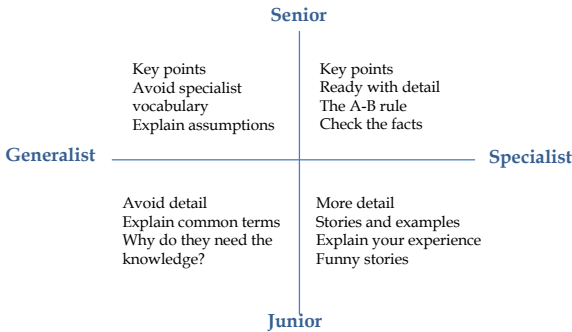
- Introduce your topic
- Get to know a few people - then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

#### Introduction Sentences

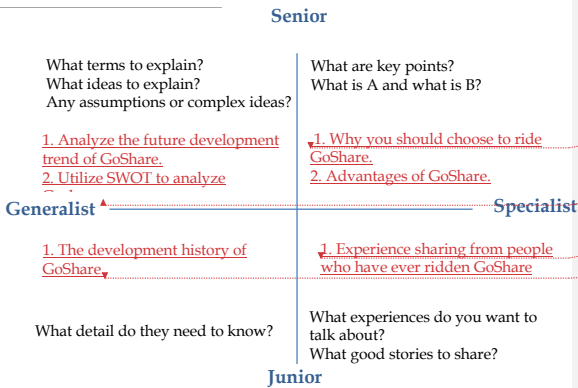
- Good afternoon.  
My name is Jack Wang.  
I'm the sales manager for SDI's International division.
  - Let me introduce myself.  
Here is my business card.  
That's my company there.
  - I don't think we have been introduced yet.  
What do you do?  
Where are you currently working?
  - I'm sorry; I don't remember your name...  
Could you tell me your name again?
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**DIAGNOSING YOUR AUDIENCE**



**WHO IS YOUR AUDIENCE?**  
**POINTS HERE.**

**FILL UP SOME KEY**



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