Presentation Skills

Presentation Skills



Professor Stanworth

https://stanworth.site/

Name: Peggy

ID number: <u>\$1363010</u>

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. introduce the group, too

Good morning of name is Peggy This morning (we are going to talk about GIANT is Caylet & SWe're talking to you about this because of GIANT is one of the most famous bicycle companies of the world. The objective of this presentation is to know the reason why they are well-known and the ke stockless. Our presentation will last about 10 minutes. You can ask questions at the end of the presentation and don't forget of switch any mobile phones off.



Going smoothly but 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?

Professor Stanworth Exercise

DIAGNOSING YOUR AUDIENCE

	Sen	ior	
	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	
Generalist			Specialist
	Avoid detail Explain common terms Why do they need the knowledge?	More detail Stories and examples Explain your experience Funny stories	
Junior			

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

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?
Introduce the main idea of the company strategies in an easy way.	The key to success are the brand building and the marketing network.
Generalist —	Specialist

The brief story about their Example of GIANT's unique establish.

Example of GIANT's unique business management.

What detail do they need to know?

What experiences do you want to talk about?
What good stories to share?

Generalist wilmhiowant to know main product lines and service

4

已設定格式:字型:(中文)新細明體,(中文)繁體中文(台灣)