Presentation Skills

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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.

Good .My name is .Good morning.My name is Raven.This morning I am going to talk about Giant. I am talking to you about this because Giant is the biggest bycle brand in Taiwan.The objective of this presentation is to let you know how the Giant to be the biggest bysle brand in Taiwan.Section 1 I wan't to talk about the background of the Giant established.......

(Rules (Pourt 5) b)
Struckson (Pourb)

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?

DIAGNOSING YOUR AUDIENCE

| | Senior | | |
|------------|--|---|------------|
| | 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 are key points? What ideas to explain? What is A and what is B? Any assumptions or complex ideas? We need to explain key point and The key point is to focus on main aviod using specialzed language points and explain them clearly. Follow a clear structure to make it Have to make assumptions and help easy to understand. people understand complex of oncept and background. Generalist Specialist to I learn riding bycle and They need to know why this information is important to them. What experiences do you want to What detail do they need to know? talk about? What good stories to share?

Junior

已設定格式: 字型: (中文) 新細明體, (中文) 繁體中文(台灣)