

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.

Good. 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 bicycle brand in Taiwan. The objective of this presentation is to let you know how the Giant to be the biggest bicycle brand in Taiwan. Section 1 I want to talk about the background of the Giant established.....

Rules (part 5)
Structure (part 6)

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

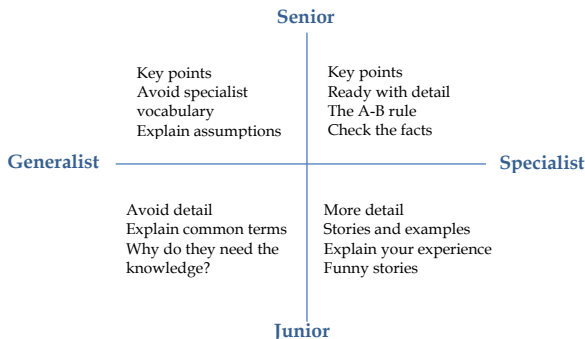
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

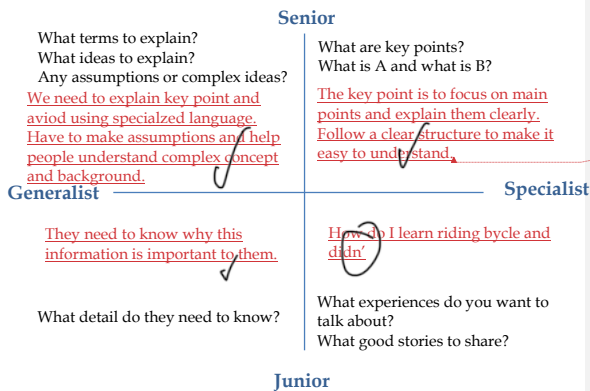
Introduction Sentences

- 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? FILL UP SOME KEY POINTS HERE.



已設定格式：字型：(中文) 新細明體，(中文) 繁體中文 (台灣)