Presentation Skills

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Presentation Skills←



Professor Stanworth←

https://stanworth.site/←

Name: Sandra←

ID number: S1362004←

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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 morning, everyone. My name is Sandra. Today, I'm going to talk about two companies: Foxconn Technology Group and CTBC Financial Holding Co., Ltd.

Both companies are successful in their respective fields and have been in business for a long time. We will discuss various topics, such as the concept of entrepreneurship and how they overcame challenges and more. Most importantly, both companies were founded in Taiwan, giving us insights into Taiwan's industries. Our presentation will last about twenty minutes, and feel free to take notes if you'd like. The presentation is divided into four sections, and you can ask questions at the end if you wish.

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

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- 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←

J

- 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

\leftarrow	Senior←		
\leftarrow			
←1	Key points← Avoid specialist vocabulary← Explain assumptions←	Key points← Ready with detail← The A-B rule← Check the facts←	
Generalist←		4	Specialist ←
\leftarrow	Avoid detail←	More detail∉	
↵	Explain common terms← Why do they need the knowledge?←	Stories and examplesed Explain your experienced Funny storiesed	ų
\leftarrow	vilowied Se:	runny stories	
4	Jun	ior←	

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?← How have the two companies become so successful until today.← some common terms about company← 2. A is the audience grasp the main How do Foxconn Technology Group and point of the presentation. CTBC Financial Holding Co., Ltd. operate B starts to share their ideas and their <u>companies.</u>← There are no assumptions or complex ideas. discuss with each other.← Specialist← Generalist← The entrepreneurial backgrounds The story about the concept of of Foxconn Technology Group and entrepreneurship and their CTBC Financial Holding Co., Ltd.← historical achievements. What experiences do you want to What detail do they need to know?← talk about?← What good stories to share?←

Junior Specialist will want details on finance too

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