



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 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.

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Check the handout - what is missing here?

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Think objective

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Think qualifying yourself

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Think structure

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

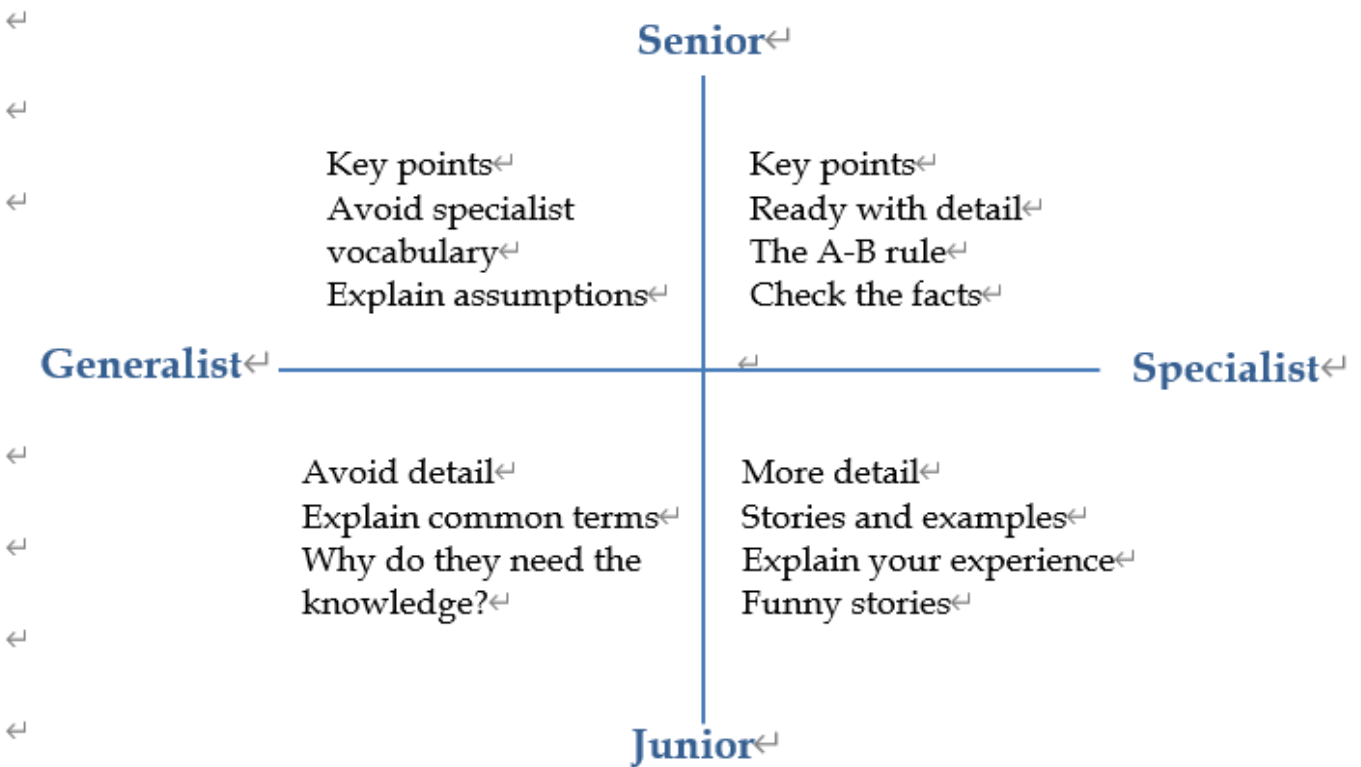
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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?

DIAGNOSING YOUR AUDIENCE



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

