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.

Hi everyone, my name is Tin. Today me and my team mates will introduce two worlds famous companies, TSMC and Macdonald's TSMC is now the world class wafer company. It make Taiwan can be saw by the world Macdonald's is the most widely known fast food restaurant. futhermore, we are going to tell you how they fit the goal or what the key point they success. Our presentation will last about 13 minutes. Please turn your phote off and focus on the presentation. After the presentation end, you'll have the opportunity to ask questions.

Words are good here e.g., wafer company
The introduction, though, is designed as a series of short simple sentences.

Details! Spacing

The objective of today's handout on introduction presentation is to share carefully.

McDonald's key success factors. You are missing section 6 and 7.

. . . and focus on the ... No!

My team and I Note order

Tin, now I know you secret! You are a very able student. So, please check the handout on introduction carefully.
You are missing section 6 and 7.

If you are not sure - then ask me.

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			
Generalist	Key points Avoid specialist vocabulary Explain assumptions	Key points Ready with detail The A-B rule Check the facts	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? 1. As common terms 2. How Macdonald's operating 3. No assumptions Generalist	What are key points? What is A and what is B? 1. How Macdonald's operating become prosper 2. A is telling the details B is make audience clearly know what I mean. Specialist			
Some of brief background about Macdonald's	Some research have said that Macdonald's is not only a restaurant but a real estate agent What experiences do you want to talk about? What good stories to share?			
What detail do they need to know?				

Junior

Senior - details on turnover, employee numbers

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