

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 15 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., My team and I
wafer company Note order

The introduction, though,
is designed as a series of
short simple sentences.

Details! Spacing

The objective of today's
presentation is to share
McDonald's key success factors. You are missing section
6 and 7.

. . . and focus on the ...
No! If you are not sure -
then ask me.

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

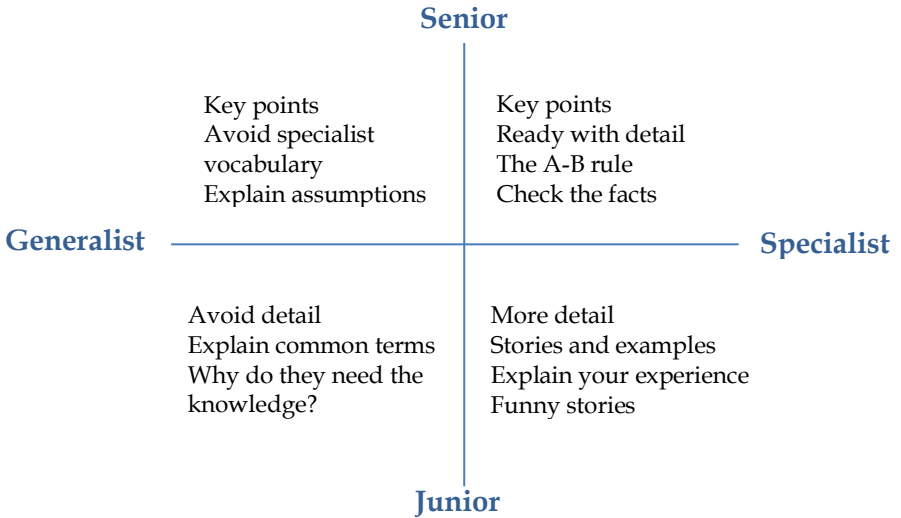
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

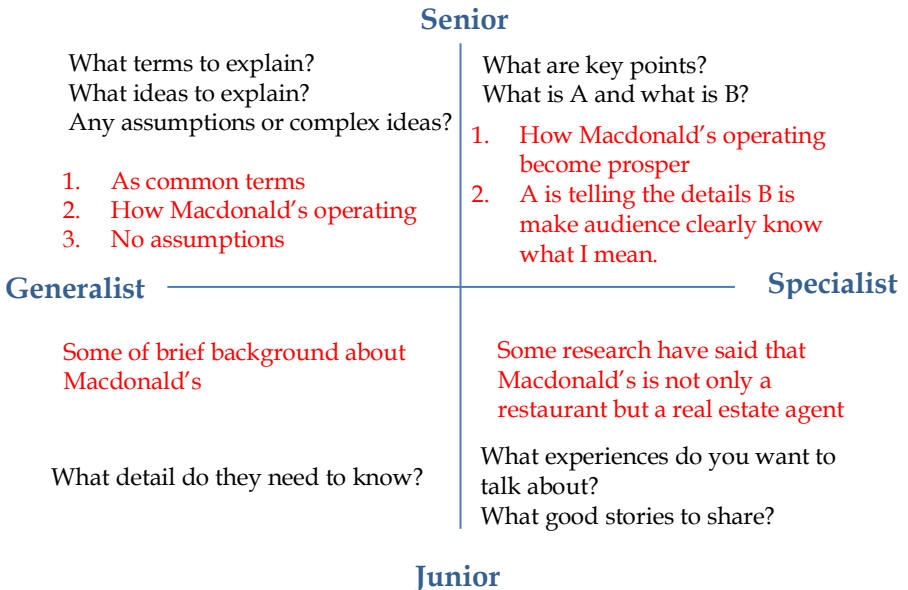
Introduction Sentences

- 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 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.



Senior - details on turnover, employee numbers