

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, my name is Tina. Today, my team members and I are going to talk about Wowprime Corp., which continuously writes new legends for Taiwan's catering industry. We are discussing this because we want to learn more about this well-known company. The objective of this presentation is to show how they successfully attract consumers. We will divide our presentation into four sections. After that you will have a few minutes to ask us questions. Before the presentation starts, please remember to turn off your mobile phones. Now, let's start our presentation. Its started!

Check the order -

Rules then structure

What sentences are needed for the structure and what is in section 7?

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

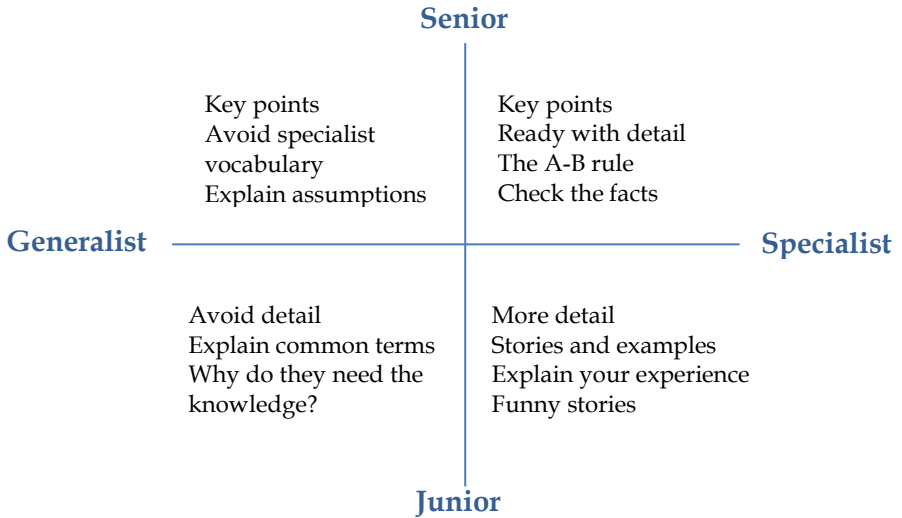
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

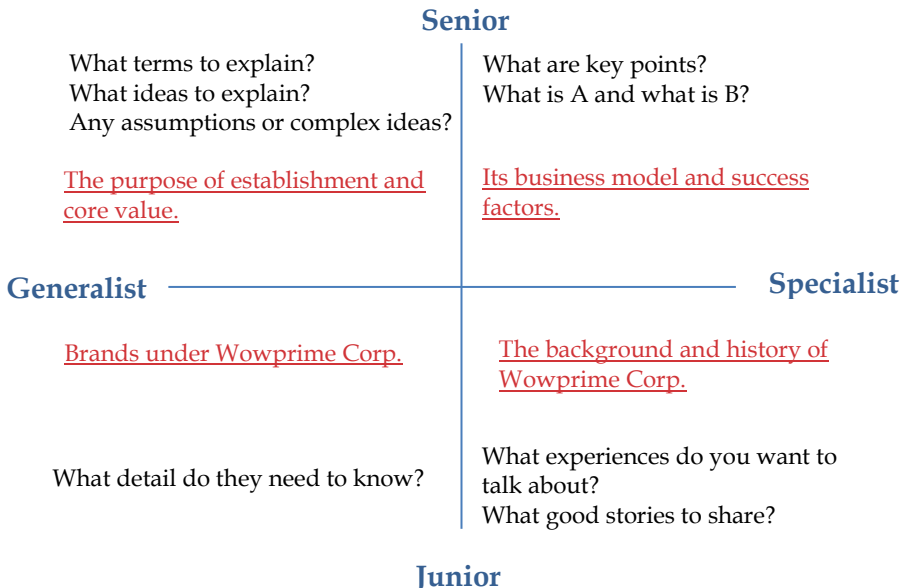
Introduction Sentences

- 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?
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DIAGNOSING YOUR AUDIENCE



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



Ok - generalists will want the basics about the company product and service