Presentation Skills



Professor Stanworth https://stanworth.site/

Name: <u>Vivian</u>

ID number: <u>S1363044</u>

Professor Stanworth Exercise

2

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 Vivini, and these are my team members. This morning I am going to talk about an enterprise called "Want-Want China Holding Company Limited.". I am talking to you about this because this enterprise is a local company in Taiwan, and it is one of the biggist food organization. The objective of this presentation is to make all of you to understand details of a large organization. Our presentation will last about ten minutes. If you have any questions, please wait until the end of this presentation. Don't forget to turn offivour phone or switch it to silent mode. Thank you for your collaboration.

Part 6? Part 7?

Professor Stanworth Exercise

3

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?

Professor Stanworth Exercise

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.

What terms to explain? Ser		
What ideas to explain?	What are key points?	
Any assumptions or complex ideas?	What is A and what is B?	
1. Proper nouns like Corporate Social	More details about the enterprise.	已設定格式: 字型色彩: 文字 1
Responsibility which is abbreviated as CSR.	A: We introduce the company.	已設定格式: 字型色彩:文字 1
 Tell them the full name of abbreviayed technical terms. 	B: The audience share their ideas to us.	已設定格式: 字型:(中文)SimSun
 Audiences may not be interested in this topic 	FINANCE	格式化: 縮排: 左: 0.63 公分, 取消項目符號與編號
Generalist	Specialist	已設定格式: 字型:(中文)SimSun
Generalist	opectation	已設定格式: 字型色彩:文字 1
Just what they are interested in or	I learned the enterprise and got	格式化: 內文, 取消項目符號與編號
what they can understand.	interested in it. Even had I had a	已設定格式: 字型色彩:文字 1
	thought to create my own brand.	
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?	

4

Junior