

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 Vivian 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 biggest food organizations. 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 off your phone or switch it to silent mode. Thank you for your collaboration.

part 6?
part 7?

Want-Want

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

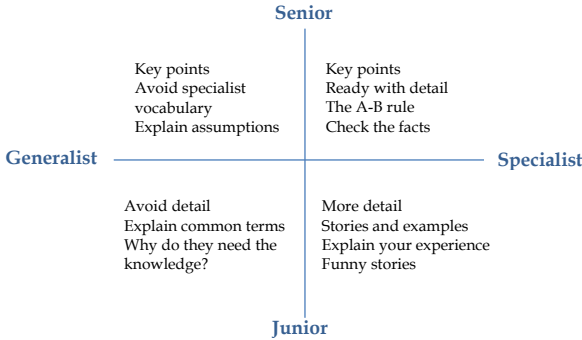
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

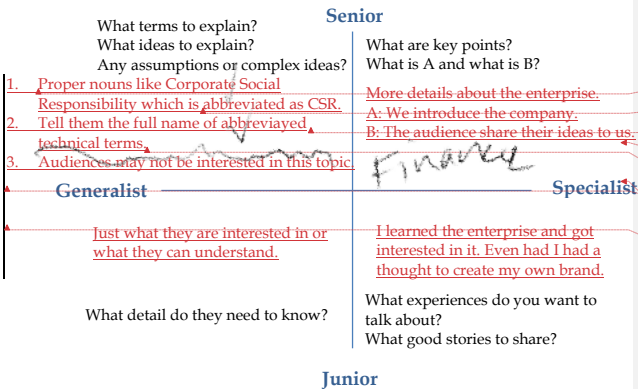
Introduction Sentences

- 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.



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- 已設定格式: 字型色彩: 文字 1
- 已設定格式: 字型: (中文) SimSun
- 格式化: 縮排: 左: 0.63 公分, 取消項目符號與編號
- 已設定格式: 字型: (中文) SimSun
- 已設定格式: 字型色彩: 文字 1
- 格式化: 內文, 取消項目符號與編號
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