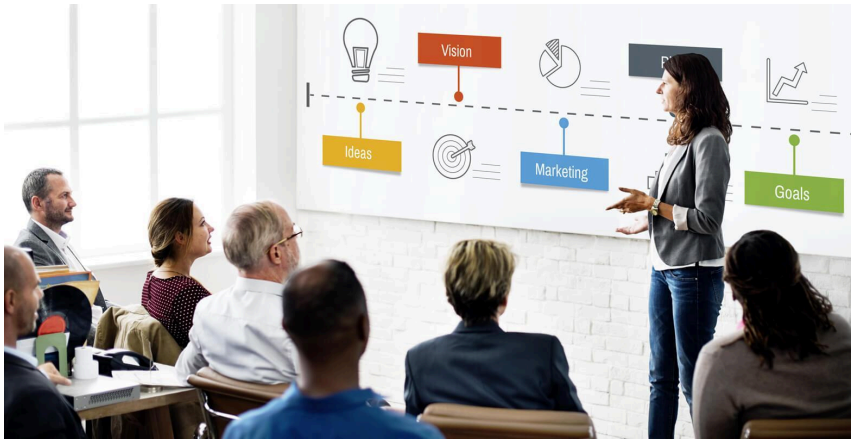


Presentation Skills



Professor Stanworth

<https://stanworth.site/>

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ID number: s1163040

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.

Hello everyone, ^M my name is Zaria. Today we are going to talking about one of the most famous coffee shop in Taiwan - Louisa coffee. ~~Louisa is famous for its relaxing environment and affordable specialty drinks. This make it becomes a biggest coffee chain in Taiwan. The presentation will briefly go through the introduction of Louisa, and we will talk about its corporate culture, product and status in Taiwan.~~ The presentation will last about 10 minutes. If you have any question, feel free to ask us at the of the presentation. ~~And don't forget to switch your phone off. Thank you for your attention.~~

Zaria we missed you last class!

We reviewed this structure.

Please check the handout. The sentences are fine - but do not follow the structure in the handout.

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

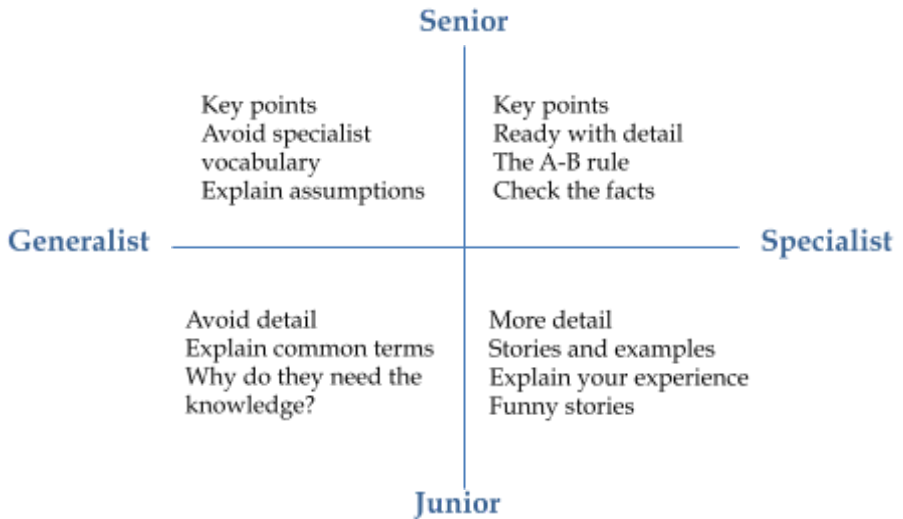
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

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.

