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. and these are my group members

Good morning, my name is Amy tim a Business Administration student. Today if we want introduce the Fubon Group. We have 4 sections .Our introduction will let you guys know what is fubon group and what it services offered. Here arre some rules that I hope we can follow together. Focus completely on the speech, and avoid using your phone during the presentation. It's up to you whether or not you want to take notes. "Our presatation will last about 10 minute.

No! Is that in the handout (in the reading? :(

Check:

-order

- Objective
- qualify yourself
- rules we worked on wording in class
- . . . then structure

Check the wording in the guide on my website

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?

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.

Senior			
What terms to explain? What ideas to explain? Any assumptions or complex ideas?	What are key points? What is A and what is B?		
Explain the company's strengths.	Company's operating status.		
Generalist	Specialist		
What make this company succeed. Services provided by the company.	<u>Close links between departments.</u>		
What detail do they need to know?	What experiences do you want to talk about? What good stories to share?		
Ves - good direction Junior			

Yes - good direction. Before getting to strengths need to know what it offers