

# 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, I'm a Business Administration student. Today 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 are 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:

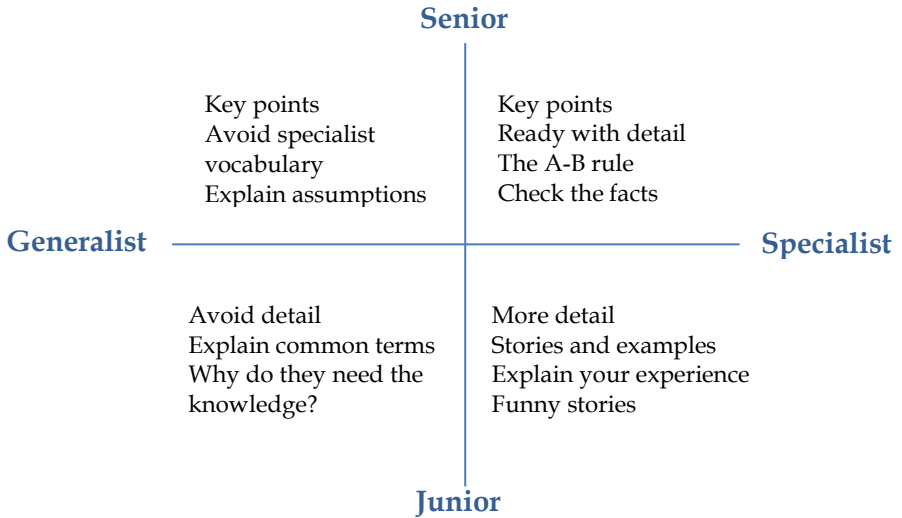
- Introduce your topic
- Get to know a few people – then you have some friendly faces in your audience
- Let them know if there are handouts or other information
- Understand any questions or ideas they may have about your topic (this can help at question time)

Here is some basic sentences patterns to get you started

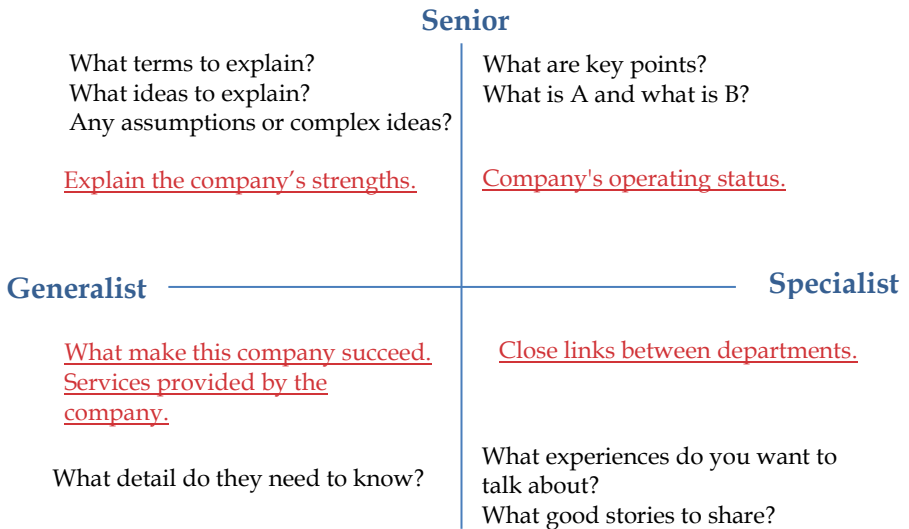
### Introduction Sentences

- 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?
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**DIAGNOSING YOUR AUDIENCE**



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



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