

6 SIMPLE STEPS!

Presentation Openings

1

Greeting

Begin presentations positively and briefly:

- Good morning all and thank you for coming today
- Hello everyone and thank you for taking the time to be here today

2

Self-Introduction

Introduce yourself and your department (if audience members don't know you):

- My name is Mai Nakazawa and I'm with the DEG team
- I'm Brian Ruppert from Photo

3

Topic/Purpose

Briefly describe the topic or purpose of your presentation:

- Today, I'd like to explain...
- Please allow me to talk about...today

4

Audience Benefit

This step is the most important. Explain to the audience why they should listen to you:

- By the end of this presentation, you will have a clear understanding of...
- After my presentation, you will understand...

5

Time/Structure

Tell the audience how long they should pay attention for:

- My presentation will take 10 minutes and it's divided into four sections
- I'd like to keep you for 15 minutes

6

Q&A Policy

Let the audience know your approach to Q&A. There are 2 choices:

- I'd be happy to answer your questions anytime
- I'd be happy to answer your questions at the end of my presentation

Task

Give your own six-step opening on a presentation topic below:

- Introduction to your hometown
- Welcome to Micron presentation for NCGs
- A presentation on a tool you use in your work
- A topic of your choice