

**Welcome  
to the  
AUGUST 2024  
OPEN  
INTERMEDIATE  
WORKSHOP**



# PRESENTATION SKILLS 1

## PRESENTATION OPENINGS

-

*a 6-step approach*



## An example of a 6-step presentation opening

*Good afternoon everyone, and thank you all for taking the time out of your busy schedules to be here today. I'm Steve with Aspire Communications and today I'd like to talk about **'opening a presentation'**. By the end of this workshop, you'll understand how to use an **effective 6-step approach** to open all your presentations. I'll only keep you here for about 30 minutes. Please feel free to ask me questions at any time.*

*Okay, let's make a start!*



# Workshop Objectives

- 1 Identify the 6 steps of an effective presentation opening**
- 2 Learn various phrases for each of the 6 steps**
- 3 Use the 6 steps to open a presentation in less than 60 seconds!**



## **OBJECTIVE 1**

**Identify the 6 steps  
of an effective  
presentation  
opening**



# EXAMPLE 1 PRESENTATION OPENING

- David is giving a presentation to a group of potential clients.
- **Hello everyone and thank you all for attending my presentation this afternoon.** I'm David Chen, a Senior Engineer with NanoTech Semiconductors. In today's presentation, I'd like to introduce our latest breakthrough in semiconductor technology. By the time I've finished today, you'll understand the transformative potential of our new semiconductor design and its implications for the industry. We should be finished by about 4:30. Please feel free to ask me questions at any time. *Okay. Let's make a start!*

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- Can you identify the 6 steps?

- 1. greeting
- 2.
- 3.
- 4.
- 5.
- 6.

# THE 6 STEPS

**Greeting**

**Self-  
introduction**

**Purpose**

**Audience  
Benefit**

**Time**

**Question and  
Answer  
Policy**



## EXAMPLE 2 PRESENTATION OPENING

- Masako is giving a presentation to a group of employees.
- Good morning everyone, and thank you all for being here today. My name is Masako Kobayashi, and I am part of the People Development team here at TechSem Solutions. The purpose of today's presentation is to discuss an important update regarding our company policies and initiatives. By the end of this presentation, you'll have learned how our new initiatives will positively impact your work-life balance and professional development. My talk should only take about 30 minutes. I'll be happy to answer any questions you may have at the end of the presentation.

*Right, let's make a start!*

Can you identify the:

*Greeting?*

*Self-introduction?*

*Purpose?*

*Audience Benefit?*

*Time?*

*Q&A Policy?*





## **OBJECTIVE 2**

**Learn various phrases  
which can be used in  
each of the 6 steps**

# Step 1 - Greeting

- **Good afternoon, ladies and gentlemen and thank you for taking the time (out of your busy schedules) to be here today.**
- **Hello everyone and thank you all for attending my presentation this afternoon.**
- **Hello everyone. Thanks for coming here today.**
- **Good afternoon, everyone. Thank you all for being here today.**

# Step 2 – Self-introduction

- I'm \_\_\_\_\_ *with* (company name).
- My name's \_\_\_\_\_, and I work *for* (company name).
- For those of you who don't know me, my name's \_\_\_\_\_ and I work *in* the \_\_\_\_\_ department.
- I'm \_\_\_\_\_ *from the/with the* \_\_\_\_\_ department and I'm in charge *of* \_\_\_\_\_ .
- I'm \_\_\_\_\_ and I'm a/an \_\_\_\_\_ here *at* (company name).

# Step 3 - Purpose

- In today's presentation ...
- I'd like to tell you about ...
- I'd like to talk **to** you about ...
- I'm going to tell you about ...
- I'm going to talk **to** you about ...
- I'm going to show you ~~(about)~~ ...

OR

- The purpose of today's presentation is to ...
- explain **to** you about ... / tell you about ... / show you ~~(about)~~...

# Step 4 - Audience Benefit 1

- By the end of this presentation, **OR** By the time I've finished,  
you'll know/ you'll understand/ you'll have learned/ you'll have a better understanding of ...
- In this section, you can also outline your presentation to give the audience **a clear overview** of the structure of your presentation BEFORE mentioning the audience benefit:
- **I'd like to cover three points.** First, I'll give you some background information about this issue. Then, we'll look at the methods we used to try and solve the issue. Finally, I'll show you the results and identify the best solution to the problem.
- By the end of this presentation, you will have a better understanding of the current problem and of the best solution.

# Step 4 - Audience Benefit 2

You can also introduce the audience benefit in a more 'dramatic' manner by asking a question.

## PART 1

- Would you like to know ... (how to / about) ... ?
- Do you wish that you could ... ?
- Have you ever wondered what it would be like to ... ?
- Do you ever wonder how you could ... ?

## PART 2

- Well, today ...
- I'll reveal how ...
- I'll explain how ...
- I'm going to ... (tell you / explain / reveal) how ...

## **OR**

- Well, by the end of this presentation ...
- You'll (understand / discover / find out) how ...

# Step 5 – Time



I'LL ONLY KEEP YOU HERE  
***FOR*** 20 MINUTES.



MY TALK SHOULD ***LAST / TAKE*** ABOUT 30 MINUTES.



WE SHOULD BE FINISHED  
***BY*** ABOUT 3:30.

# Step 6 – Audience Q&A



I'll be happy to answer your questions *at the end of* my presentation.



Please feel free to ask me questions *at any time during* my presentation.



**Let's look at one more example presentation opening before we move on to the workshop activity.**

**This opening gives *a clear overview* of what the audience can expect before mentioning the audience benefit.**

# PRESENTATION OPENING - EXAMPLE 3

- Good morning and thank you all very much for coming here today.
- My name is Takahiro Kondo and I work in the ME (Manufacturing Engineering) department.
- The purpose of today's presentation is to explain the current equipment issue and provide a potential solution.
- In my talk, *I'd like to cover three points.* **First**, I'll give you some background information about this issue. **Then**, we'll look at the methods we used to try and solve the issue. **Finally**, I'll show you the results and identify the best solution to the problem. **By the end of this presentation**, you will have a better understanding of the current problem as well as a likely solution.
- My presentation will take about 10 minutes and ...
- I'll be happy to answer any questions at the end of my talk. *Okay, let's get started!*



## OBJECTIVE 3

**Try to use the 6 steps  
to open a presentation  
in less than 60 seconds**

# WORKSHOP ACTIVITY

Using the language we have looked at today, give a 6-step opening on one of the topics below:

6-step opening ONLY – Greeting / Self-introduction / Purpose / Audience Benefit / Time / Q&A Policy

- 01 A talk introducing yourself and your job/main duties at Micron
- 02 An *'Introduction to Micron'* talk to new recruits
- 03 An introduction to your own department for new recruits
- 04 A strategy presentation outlining your department's plans for the next fiscal year
- 05 A review of EUV technology and the next generation of DRAM
- 06 An overview of how your department plans to cut costs in the next 2 quarters
- 07 A presentation discussing the most effective teambuilding activities
- 08 A summary of your free-time activities and hobbies
- 09 An important or beautiful location in Japan
- 10 A topic of your choice!

## 1 Greeting

Good afternoon, ladies and gentlemen and thank you for taking the time to be here today.  
Hello everyone and thank you all for attending my presentation this afternoon.  
Hello everyone. Thanks for coming here today.  
Good afternoon, everyone. Thank you all for being here today.

## 2 Self-Introduction

I'm \_\_\_\_\_ **with** (company name).  
My name's \_\_\_\_\_, and I **work for** (company name).  
For those of you who don't know me, my name's \_\_\_\_\_ and I work **in the** \_\_\_\_\_ department.  
I'm \_\_\_\_\_ **from the/with the** \_\_\_\_\_ department and I'm **in charge of** \_\_\_\_\_ .  
I'm \_\_\_\_\_ and I'm **a/an** \_\_\_\_\_ here **at** (company name).

## 3 Purpose

### In today's presentation ...

*I'd like to* tell you about ...  
I'd like to talk to you about ...  
*I'm going to* tell you about ...  
I'm going to talk to you about ...  
I'm going to show you (~~about~~) ...

**OR**

### The purpose of today's presentation is to ...

explain to you about ... / tell you about ... / show you (~~about~~) ...

## A Clear Overview (You don't have to do this section!)

*I'd like to cover three points. First, I'll ... . Then, I'll ... . Finally, I'll ... .*

## 4 Audience Benefit

### By the end of this presentation,

you'll **know/understand/have learned/have a better understanding of** ...

### By the time I've finished,

*you'll know/understand/have learned/have a better understanding of* ...

## 5 Time

I'll only keep you here **for** 20 minutes.  
My talk should **last / take** about 30 minutes.  
We should be finished **by** about 3:30.

## 6 Q&A Policy

I'll be happy to answer your questions **at the end of** my presentation.  
Please feel free to ask me questions **at any time during** my presentation.

**THANK YOU!**

