

Final Presentation Skills 101 03212023

英文簡報組織、逐字稿、前言與結論重點總整理

Example: How to Make an Effective Final Presentation (Informative & Persuasive Presentations)

Topic (題目): **Functions of TaiGood: A Smart Air Cleaner** 台佳空氣清淨機的功能介紹

Outline (大綱):

- I. Introduction 前言
- II. Body 本文
 - A. a quiet space
 - B. smart temperature control
 - C. super clean air
- III. Conclusion 結論

Checklist

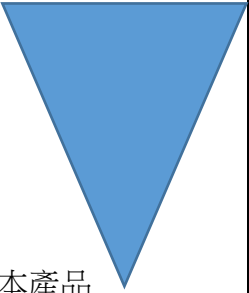
Your own Topic:

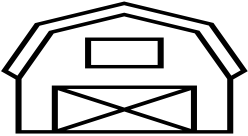
Outline:

Thesis Statement (Preview sentence):

(Review sentence):

Highlight of your main points:

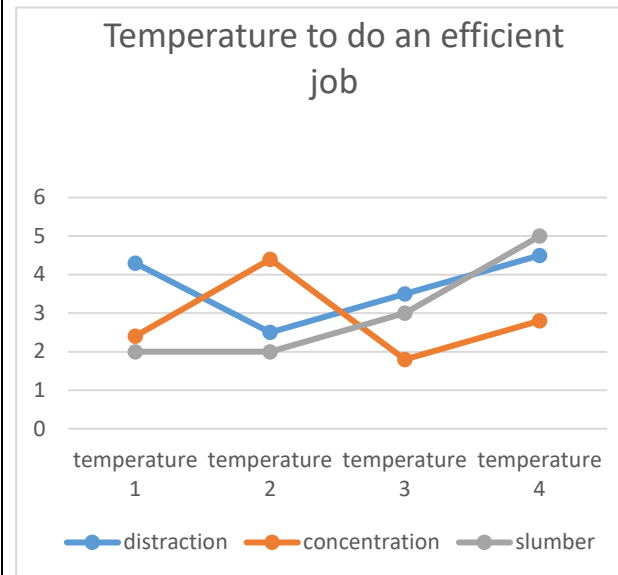
	Structure 結構	Tense/Sentence Patterns 時態/句型	Transition 銜接
Introduction 前言	<p>★from general to specific (倒金字塔型敘述)</p> <p>technology 科技</p> <p>health 健康</p> <p>air pollution 空氣汙染</p> <p>the product 本產品</p>  <p>Technology has a blade of 2 sides: the part to help people, the other part to harm people. People benefit from the convenience of industrial advancement, but the health suffer too. As you can see, air pollution is increasing, and people cannot enjoy fresh air in the city.</p> <p>★Questions to ask the audience to interest them</p>	<p>[Preview sentence examples]</p> <p>*團體簡報用 We'll show you/We're going to . . .</p> <p>I'll show you how to create a quiet environment, smart temperature, and super clean air.</p> <p>I am going to share with you how this machine can help you with a quiet space, smart temperature, and super clean air.</p> <p>I'll divide my presentation into 3 parts: a quiet environment, smart temperature, and super clean air.</p> <p>This presentation will be divided into 3 parts: a quiet environment, smart temperature, and super clean air.</p> <p>[After the preview sentence, have a transition with your partners]</p> <p>We'll divide our presentation into 3 parts: A quiet space, smart temperature control, and super clean air. Now let's go! / Lisa will show you the first part. Lisa please!</p>	<p>○ First, a quiet space; second, smart temperature, third, super clean air</p> <p>○ Carol will show you how a quiet space can be created. Carol please!</p> <p>○ Now It's Carol's turn. Let's welcome Carol.</p> <p>○ Are you curious about this product? Carol will show you the first point.</p> <p>○ Now let's go on to the first point: a quiet environment.</p> <p>○ I know you can't wait for knowing this product. Now let's go!</p>

	<p>Q1 Do you know how many people get allergic to dirty air in Taiwan?</p> <p>Q2 Can you believe a product can make you breathe fresh air at home?</p> <p>★Thesis statement (主題句)</p> <p>This product can provide with you <u>a quiet environment, smart temperature, and super clean air.</u></p>		
Body 本文	<p>★Numbers & Focus Points (數字與亮點)</p> <p>★the real object 實物</p>	<p>Body Point 1</p>  <p>Thank you Sharon! Whenever we talk about a quiet environment, it means there is no noise around us. That is true we might be interrupted by the machine or noises and feel distracted. For example, when we turn on the air conditioner in the classroom, it's sometimes very noisy especially when this machine has been used for a long</p>	<p>First, . . .</p> <p><u>After we talked about the first benefit, let's take a look at the second diagram./Jason will show us the second benefit. Jason it's your turn!</u></p> <p>Then,. . .</p> <p>Next, . . .</p>

★the diagram 圖表

time. But this product—the Super Air Cleaner gives 100% guarantee of a quiet environment with its special design of air pads beneath the surface of this machine.

Body Point 2



According to this diagram, people feel concentrated when they are working in temperature 2, which is a temperate degree zone from 22 to 27 degrees. Lower than that or higher than that will cause distraction or sleepiness at work. If you want to work efficiently and don't feel

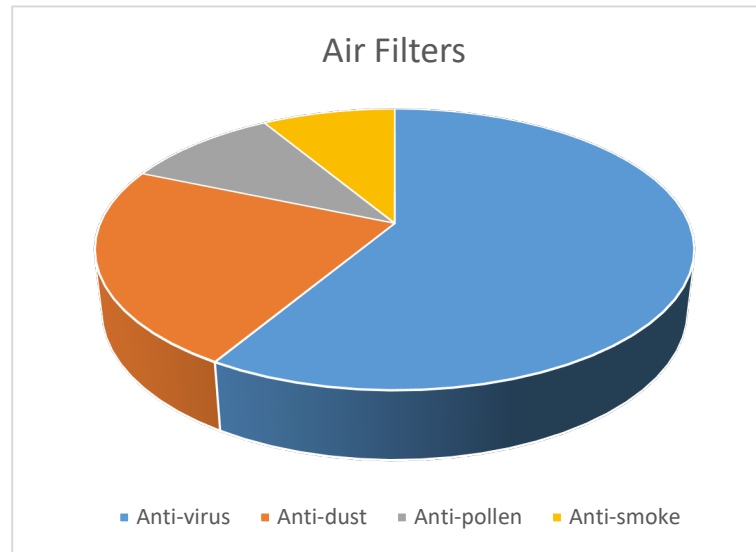
Third, . . .

The last XXX is . . .

★ Charts
 圓形圖

sleepy, you can turn on the product and switch it to the smart device of temperature control 22 to 27.

Body Point 3



The last and the most important benefit you can have from this product is super fresh air. As you can see from this chart, this machine has the best quality air filters, and they can block not only dust, pollen, or cigarette, but also virus. Yes, that is, this product is anti-virus! It can stop nearly 82% of the virus from the outside of your house.

<p>Conclusion 結論</p>	<p>★ To summarize 給大意</p> <p>★ To emphasize 強調亮點</p> <p>★ To quote 引用名言</p> <p>★ To take in action 呼籲</p>	<p>[A review sentence to wrap up the body]</p> <p>We already showed you this product could create a quiet environment, with the smart temperature control, and get super clean air.</p> <p>Don't forget it can give you a 100% guarantee of a super quiet space at work.</p> <p>Just switch the device and you can enjoy an environment of 22-27 degrees!</p> <p>Remember this machine can block nearly 82% of the virus outside?</p> <p>If the earth is a nice place for us to live, I am sure a great air cleaner is just like extra oxygen for you to breath in.</p> <p>Don't hesitate! Just get one and you'll make everyday very comfortable to you!</p>	<p>To sum up, . . .</p> <p>In conclusion, . . .</p> <p>Now here comes the end of our presentation. Don't forget you can benefit from the machine with A, B, & C.</p>
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