

Unit Title: Presentation Skills
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC289
Ofqual Unit Code: A/506/1057

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the purpose of presentations.	1.1	Outline why presentations are used.
2.	Be able to prepare for a presentation.	2.1	Select a topic for a presentation.
		2.2	List points to be made.
		2.3	Time the presentation.
3.	Be able to deliver a presentation.	3.1	Deliver a presentation.
4.	Be able to review a presentation given by another person.	4.1	Identify the purpose of the presentation.
		4.2	List the main points given.
		4.3	Outline how body language was used.

Assessment Guidance:

NA

Additional Information:

NA
