

Unit Title: Presentation Skills
Unit Level: Level 1
Unit Credit Value: 2
GLH: 18
LASER Unit Code: WJD350
Ofqual Unit Code: T/504/8131

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about presentations and presentation styles.	1.1	Outline reasons for using presentations.
		1.2	Give examples of presentation styles.
2.	Know about the elements and skills involved in the preparation and delivery of a presentation.	2.1	Identify the elements in preparation and delivery of a presentation.
		2.2	Outline the skills required to deliver effective presentations.
3.	Be able to deliver a presentation.	3.1	Deliver a short presentation on an agreed topic to a small group.
		3.2	Use visual aids in a presentation.
4.	Be able to review own performance in preparing and delivering a presentation.	4.1	State what went well when: (a) preparing a presentation (b) delivering a presentation
		4.2	Identify areas for improvement.

Assessment Guidance:

NA

Additional Information:

NA