

Unit Title: Presentation Skills
Unit Level: Level 3
Unit Credit Value: 3
GLH: 21
LASER Unit Code: WJD550
Ofqual Unit Code: R/504/8136

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know why and/or when formal presentations can be used.	1.1	Explain why and/or when a formal presentation could be used.
2.	Be able to plan a presentation.	2.1	Identify the issues to be considered when preparing and delivering a presentation.
		2.2	Explain the aims and purpose of the presentation.
		2.3	Plan the presentation to include: (a) a clear structure (b) clear points based on subject knowledge (c) an awareness of audience needs (d) timely use of appropriate visual aids.
3.	Know about using visual images in presentations.	3.1	Identify visual aids for use in own presentation.
		3.2	Prepare visual aids for use in a presentation.
		3.3	Use visual aids in a simple presentation.
4.	Know about techniques for scripting a presentation.	4.1	Explain types of scripting techniques that can be used for presentations.
		4.2	Demonstrate the use of a scripting technique.
5.	Know about the health and safety requirements involved in using equipment for presentations.	5.1	Apply health and safety procedures when making a presentation.
6.	Be able to deliver a presentation.	6.1	Give a presentation that includes the following (a) style relevant to the needs of the particular audience, situation and subject (b) clear, audible delivery with varied tone and pace (c) eye contact with the audience (d) unobtrusive use of notes

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			(e) use of techniques to engage the audience (f) use of visual aids (g) comprehension check with the audience that they have followed the main points.
		6.2	Evaluate own presentation skills.

Assessment Guidance:

NA

Additional Information:

NA
