

**Unit Title:** Practical Presentation Skills  
**Unit Level:** Level 2  
**Unit Credit Value:** 3  
**GLH:** 24  
**LASER Unit Code:** WJF248  
**Ofqual Unit Code:** Y/507/0591

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the skills involved in preparing and delivering presentations.	1.1	Give reasons why presentations may be necessary.
		1.2	Describe the most common delivery styles and structures for presentations.
		1.3	Explain the importance of: <ul style="list-style-type: none"> <li>• preparation;</li> <li>• planning;</li> <li>• presentation;</li> <li>• performance.</li> </ul>
		1.4	Describe the main elements that make up each of the above.
2.	Be able to use different visual aids and delivery styles in presentations.	2.1	Select a variety of visual aids for use within given presentations.
		2.2	Give reasons for selection of the visual aids used.
		2.3	Use a selected delivery style for given presentations.
		2.4	Give reasons for using delivery style chosen.
3.	Be able to plan a presentation.	3.1	Identify sources of information.
		3.2	Select different sources of information relevant to the topic of presentation.
		3.3	Follow a given structure to plan a presentation for a given task.
4.	Be able to deliver a presentation.	4.1	Introduce topic clearly.
		4.2	Speak audibly, using tone and register appropriate to the audience and level of formality.
		4.3	Present material logically, linking ideas together.
		4.4	Explain key concepts.
		4.5	Use appropriate evidence to support the ideas, arguments and opinions presented.
		4.6	Present an effective conclusion.
5.	Be able to assess performance and identify areas for improvement.	5.1	Assess own performance.
		5.2	Obtain feedback from audience.

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		5.3	Identify areas for own improvement.
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<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA