

Unit Title:	Presentation Skills
Unit Level:	Level 3
Unit Credit Value:	3
GLH:	12
LASER Unit Code:	WJH240
Ofqual Unit Code:	M/650/4314

This unit has 3 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Be able to plan a presentation.	1.1	Plan a presentation, suitable for the audience, on a given subject.
		1.2	Prepare presentation content.
		1.3	Design resources for a presentation.
		1.4	Apply resources to presentation.
		1.5	Identify events that could affect the delivery of a presentation.
		1.6	Describe ways of managing events that could affect the delivery of a presentation.
2.	Be able to deliver a presentation to an audience.	2.1	Deliver a presentation on a given subject.
		2.2	Respond to audience questions and comments.
		2.3	Manage timekeeping to meet constraints.
3.	Be able to reflect on the delivery of a presentation.	3.1	Critically reflect on the delivery of a presentation.
		3.2	Identify the key strengths and weaknesses of a presentation.
		3.3	Identify areas for improvement in future presentations.

Assessment Guidance:

The assessment method for this unit must evaluate the student's skills in preparing for, giving and reflecting on a presentation.

Additional Information:

LASER has an exemplar assessment brief which centres can use or adapt for assessment purposes.