

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

**Unit Title:** Communication: Presentation Skills

**Ungraded Unit Reference Number:** UD33DEV25

**Module:** Developmental

**Level:** Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

| Learning Outcome (The Learner will):                            | Assessment Criterion (The Learner can):   |
|---|---|
| 1. Understand the importance of planning for a presentation     | 1.1 Identify the objectives for a presentation of at least 10 minutes duration to an audience of several people                       |
|   | 1.2 Define the target audience for a presentation   |
|   | 1.3 Assess the target audience in terms of the level of their prior knowledge and any other considerations that might inform planning |
|   | 1.4 Consider the subject matter to plan headings for the presentation   |
| 2. Be able to organise and prepare materials for a presentation | 2.1 Develop and organise speaker's notes  |
|   | 2.2 Develop and produce materials to support a presentation   |
| 3. Be able to deliver a presentation and answer questions       | 3.1 Deliver a presentation adapting style to suit the purpose, subject, audience and situation  |
|   | 3.2 Structure the presentation so that the audience can follow the development of ideas and absorb information                        |
|   | 3.3 Use a range of techniques to engage the audience, e.g. the use of images, models and technology                                   |

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|  | 3.4 | Effectively conclude a 10-minute presentation by summarising the main points and taking questions from the audience in a Q&A of no longer than 5 minutes |
| 4. Understand the importance of reflection and evaluation following a presentation | 4.1 | Evaluate the success of a presentation against the original objectives by judging audience reaction and getting feedback                                 |
|  | 4.2 | Identify ways in which the presentation could be improved and skills to be developed   |