Open Awards Qualification Unit

This unit forms part of a regulated qualification. Click **here** to view qualifications.

1 Unit Details

Unit Title:	Practical Presentation Skills
QAC Code:	M/504/8659
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (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: a) preparation b) planning c) presentation d) performance
	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
		5.3	Identify areas for own improvement