

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Presentation Skills
Unique Reference Number	Y/506/7769
Level:	Level 3
Credit Value: Minimum	1
GLH:	7

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to prepare for a presentation.	1.1 Explain the aims and purpose of the presentation.
	1.2 Plan the presentation to include: a) A clear structure b) Clear key points based on subject knowledge c) An awareness of audience needs d) Timely use of appropriate visual aids
2. Know how to deliver a presentation.	2.1 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 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.
	2.2 Evaluate presentation skills needed.