

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

	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