

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Presentation Skills

Unit Reference Number: K/615/6966

Level: Entry Level Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand techniques for giving oral presentations	1.1 State the importance of the following when giving an oral presentation: a) Being clear b) Being calm
	1.2 State one technique for calming nerves before giving an oral presentation
2. Be able to plan an oral presentation	2.1 Contribute to the planning of content of a shared oral presentation on a familiar subject
	2.2 Outline the structure of the presentation taking into account: a) The intended audience b) The presentations' purpose c) Time restraints d) Availability of audio-visual aids
3. Be able to give an oral presentation	3.1 Give a shared oral presentation on a familiar subject