



**PREPARATION FOR WORK**

# THE PURPOSE OF PRESENTATIONS >

Session plan



Prince's Trust

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# AT A GLANCE >

This session is the first in the Presentation Skills unit. Learners are introduced to the different types of presentations and learn what presentations are suitable for different situations and causes. This session was made in partnership with Tesco.



## LLN OPPORTUNITIES

- ✓ Reading about different types of presentation
- ✓ Writing short presentations to deliver to the group



## MATERIALS

- ✓ The purpose of presentations presentation
- ✓ The purpose of presentations worksheet
- ✓ Topic and challenge cards



## QUALIFICATION OPPORTUNITIES

- ✓ Presentation Skills - LO: Understand the purpose of presentations

# LEARNING OUTCOMES >

- ✓ Understand why presentations are used
- ✓ Identify situations presentations can be used

# ACTIVITIES >

ACTIVITY	TIME	PAGE
<u>Introduction</u>	5 minutes	<u>03</u>
<u>Icebreaker: Presentation game</u>	10-15 minutes	<u>04</u>
<u>The purpose of presentations</u>	25-30 minutes	<u>05</u>
<u>Wrap up</u>	5 minutes	<u>06</u>



# INTRODUCTION



## TIME REQUIRED

5 minutes

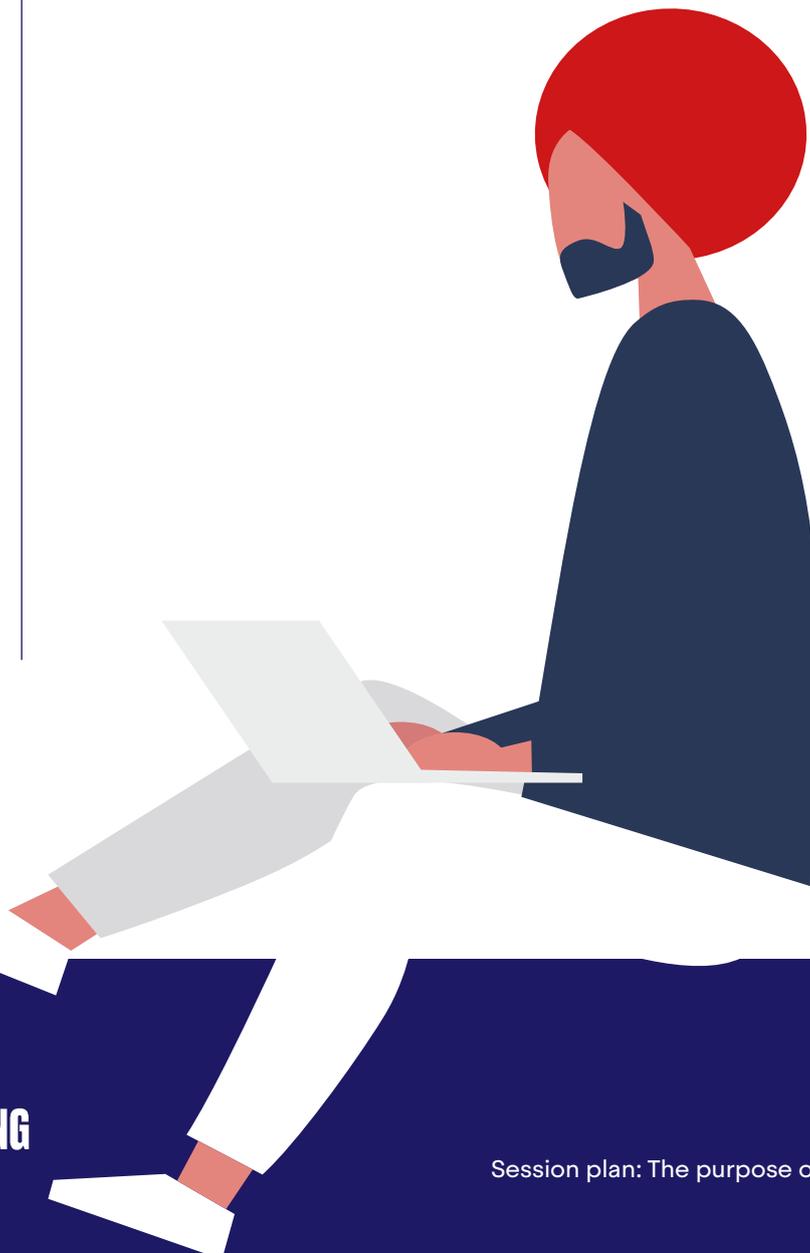


## MATERIALS

- ✓ The purpose of presentations presentation

# ACTIVITY STEPS

1. Introduce the session by encouraging a discussion about the learners' experiences of doing presentations (also listed on the supporting presentation):
  - Have they had to prepare a presentation for a subject at school/college?
  - Have they done group or individual presentations?
  - Do they enjoy them? Why/why not?
  - Will they have to do them in the future? In what situations?



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# ICEBREAKER: PRESENTATION GAME



## TIME REQUIRED

10-15 minutes



## MATERIALS

- ✓ Topic and challenge cards
- ✓ The purpose of presentations presentation

## ACTIVITY STEPS

1. Learners will play a game of giving short, informal presentations to one another. They should pick up a topic card and a challenge card. They have 60 seconds to try and communicate a message concerned with the topic card whilst also doing what the challenge card says, e.g. 'present an argument against school uniforms' whilst 'not using any words beginning with S'.
2. Learners do this in pairs or small groups and the others have 60 seconds to guess what they are trying to present. To make it a game, they could keep track of how many they correctly communicate/guess as a group and see how their score compares to other groups.
3. After 5 minutes of playing the game, have a whole group discussion and cover:
  - What did they have to present on? I.e. Arguments, points of view, information, sharing experiences. You should emphasise that these are examples of different types of presentations.
  - Why was it difficult to present/understand at times? I.e. the topics were complicated, the challenges made it difficult. You should emphasise that normal presentations wouldn't have these specific challenges but there are other challenges and pitfalls, and it is the job of the presenter to communicate messages as clearly as possible.



# THE PURPOSE OF PRESENTATIONS >



## TIME REQUIRED

20-25 minutes



## MATERIALS

- ✓ The purpose of presentations worksheet
- ✓ The purpose of presentations presentation



## QUALIFICATION OPPORTUNITIES

- ✓ Give example(s) of different situations when presentations may be used
- ✓ Explain why presentations are used

# ACTIVITY STEPS >

1. Share the slide on the presentation that lists the different purposes of presentations:
  - Advocacy and persuasion (e.g. vote for (student) elections, sales pitch, etc.)
  - Training and teaching (e.g. cooking lesson, how to use gym equipment or computer software)
  - Informing (e.g. new uniform guidelines, updates to rules, etc.)
2. Split learners into groups of 3-4 and secretly give them one of the purposes above. They have 15 minutes to put together a 1-2 minute presentation that fits with the purpose they have been given. They could just write a script on paper or if it's quick and easy to, they could create a slide or two.
3. Encourage each group to present their short presentation (only one person from each group has to do this) and the other groups have to try and correctly identify what type of presentation it was and why.

If they get it incorrect, facilitate a whole group discussion about how the presentation could more clearly reflect the type, e.g. should it be clearer? Should they use more persuasive language?

4. Hold a short discussion about why presentations are one of the most effective methods to get points across in the different situations, e.g. to persuade, to train/teach, to inform.
5. Using this task, learners should record on their worksheets example(s) of different situations presentations could be used.

## EXTENSION

Level 2/SCQF Level 5 learners should explain why presentations are used on their worksheet.



# WRAP UP >



## TIME REQUIRED

5 minutes

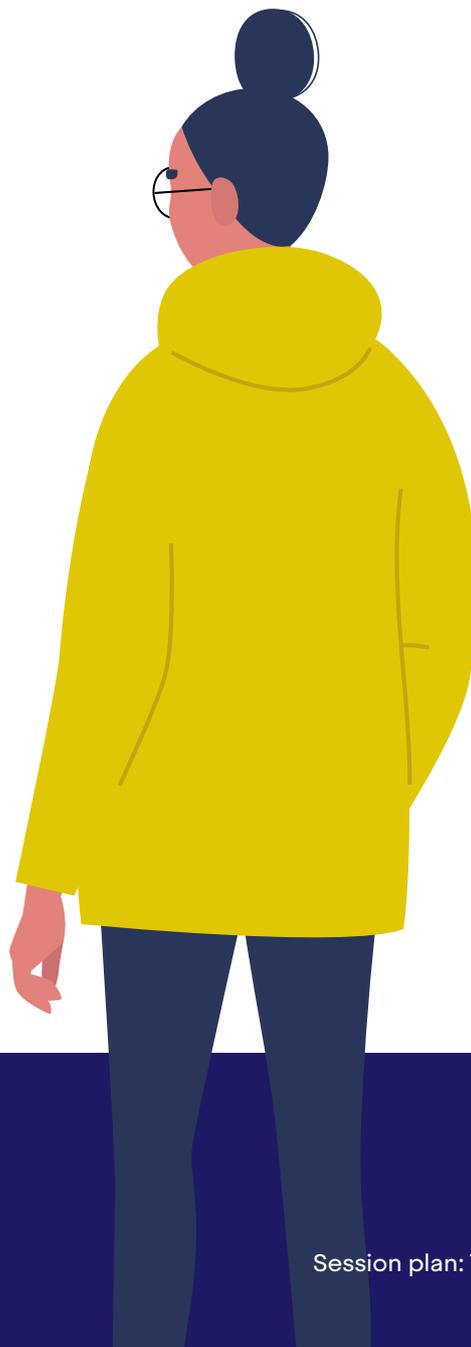


## MATERIALS

- ✓ The purpose of presentations presentation

# ACTIVITY STEPS >

1. Wrap up the session and tell learners that presentations don't have to be scary – they all presented in one or more way today!
2. Ask the learners:
  - Did they feel like they were presenting in today's session? Why/why not?
  - Was it enjoyable? Why/why not?
3. Emphasise that more formal presentations can also be enjoyable if elements like teamwork are incorporated into creating and presenting.



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