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**Tracking sheet –** **Presentation Skills**

The aim of this unit is to support the learner to develop their understanding of the benefits and different purposes presentations have, as well as develop the skills needed to give a presentation. The unit requires the learner to prepare, deliver and review their own presentation.

**Entry Level 3**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand the purpose of presentations | |
| * 1. Give an example of when a presentation may be used |  |
| 1. Be able to prepare for a presentation | |
| * 1. Identify the features of effective presentations |  |
| * 1. Give an example of something to avoid when creating a presentation |  |
| 1. Be able to deliver a presentation | |
| * 1. Give a presentation |  |
| 1. Be able to review own presentation skills | |
| * 1. Obtain feedback on your presentation |  |
| * 1. Identify what went well in your presentation |  |
| * 1. Identify what you would change next time |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |