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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.

**SCQF Level 4**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand the purpose of presentations | |
| * 1. Give examples of different situations when presentations may be used |  |
| 1. Be able to prepare for a presentation | |
| * 1. List the features of effective presentations |  |
| * 1. Give examples of things to avoid when creating presentations |  |
| * 1. Give examples of the benefits of practising before delivering a presentation |  |
| 1. Be able to deliver a presentation | |
| * 1. List materials needed to deliver your presentation |  |
| * 1. Give a presentation using at least one presentation aid |  |
| 1. Be able to review own presentation skills | |
| * 1. Obtain feedback on your presentation |  |
| * 1. Identify what aspects of your presentation went well |  |
| * 1. Identify what aspects of your presentation could have been improved |  |
| **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 | |