

**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 3**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand purpose of presentations | | |
| * 1. Give an example of when a presentation might be used |  |  |
| * 1. Identify the features of a good presentation |  |  |
| 1. Be able to prepare for a presentation | | |
| 2.1 Select a topic to present to an audience |  |  |
| 2.2 List points to be made in the presentation |  |  |
| 1. Be able to deliver a presentation | | |
| 3.1 Give a presentation |  |  |
| 1. Be able to review own presentation skills | | |
| 4.1 Identify what went well |  |  |
| 4.2 Identify what you would change next time |  |  |
| **Assessor feedback** | | |
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| **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 | | |