

**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**

|  |  |  |
| --- | --- | --- |
| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand purpose of presentations
 |
| * 1. Give examples of different situations when presentations might be used
 |  |  |
| * 1. Identify the features of an effective presentation
 |  |  |
| 1.3 Give examples of things to avoid when making presentations |  |  |
| 1. Be able to prepare for a presentation
 |
| 2.1 Select a topic to present to an audience  |  |  |
| 2.2 Identify resources needed for the presentation |  |  |
| 2.3 Prepare notes to accompany the delivery of 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 aspects of your presentation went well |  |  |
| 4.2 Identify what aspects of your presentation could have been improved |  |  |
| **Assessor feedback** |
|  |
| **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 SignatureDate Date  |