

**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 5**

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

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand purpose of presentations | | |
| * 1. Describe different situations when presentations might be used |  |  |
| * 1. Explain the reasons for using presentations |  |  |
| * 1. Describe the features of an effective presentation |  |  |
| * 1. State 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 Explain the choice of presentation topic |  |  |
| 2.3 Describe the main points to be made |  |  |
| 2.4 Identify resources needed for the presentation |  |  |
| 2.5 Prepare a visual resource that will enhance the audience’s understanding of the presentation |  |  |
| 1. Be able to deliver a presentation | | |
| 3.1 Give a presentation |  |  |
| 3.2 Respond to questions from the audience |  |  |
| 1. Be able to review own presentation skills | | |
| 4.1 Evaluate the presentation taking into account what went well and making suggestions for what could have been improved |  |  |
| 4.2 Explain what skills you have developed by giving a presentation |  |  |
| **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 | | |