

Unit 305

Deliver a presentation

UAN:	M/506/1914
Level:	3
Credit value:	3
GLH:	17
Relationship to NOS:	This unit is linked to the Business & Administration (2013) National Occupational Standards: <ul style="list-style-type: none">• CFABAA623 Deliver a presentation.
Assessment requirements specified by a sector or regulatory body:	All Assessment Criteria must be met and assessed in line with Skills CFA Assessment Strategy.
Aim:	This unit aims to develop the knowledge and skills required to deliver a presentation. Upon completion of this unit, learners will be able to prepare for and deliver a presentation.

Learning outcome
The learner will: <ol style="list-style-type: none">1. Understand the principles underpinning the delivery of presentations.
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 analyse the advantages and limitations of different methods of, and media for, making presentations1.2 explain how the type and size of the audience affects the delivery of a presentation1.3 explain the factors to be taken into account in developing contingency plans when delivering presentations1.4 explain voice projection and timing techniques when delivering presentations1.5 explain the factors to be taken into account in responding to questions from an audience1.6 explain different methods for evaluating the effectiveness of a presentation.

Assessment Guidance
<p>Methods of, and media for, making presentations:</p> <ul style="list-style-type: none"> • oral • slides • handouts • cue cards • whiteboard • flipchart • webinar
<p>Audience:</p> <ul style="list-style-type: none"> • medium – between 10 and 25 • large – more than 25
<p>Contingency:</p> <ul style="list-style-type: none"> • something that may happen • something set aside for unforeseen emergency
<p>Techniques:</p> <p>The ‘Goldilocks principle’ – delivery of the presentation to suit the audience, and if the material and timing is right the topic will be understood.</p>
<p>Factors:</p> <ul style="list-style-type: none"> • that test your expertise • that demonstrates the questioner’s expertise • that aims to correct an assertion you have made • that seeks justification • that comes too early • you cannot answer
<p>Methods:</p> <ul style="list-style-type: none"> • question and answer • feedback questionnaire • follow up e-mail
<p>Evidence may be supplied by:</p> <ul style="list-style-type: none"> • report • professional discussion • questioning

Learning outcome
The learner will: 2. Be able to prepare to deliver a presentation.
Assessment criteria
The learner can: 2.1 confirm the layout of the venue and correct functioning of equipment and resources prior to making a presentation

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|-----|---|
| 2.2 | develop contingency plans for potential equipment and resource failure |
| 2.3 | take action to ensure that the presentation fits the time slot available. |

Assessment Guidance

Evidence may be supplied by:

- observation
- product
- witness testimony
- professional discussion
- questioning

Learning outcome

The learner will:

3. Be able to deliver a presentation.

Assessment criteria

The learner can:

3.1 speak clearly and confidently, using language that is appropriate for the topic and the audience
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3.2 vary their voice:

a. tone

b. pace

c. volume

appropriately when delivering a presentation
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3.3 use body language in a way that reinforces messages

3.4 use equipment and resources effectively when delivering a presentation
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3.5 deliver a presentation within the agreed timeframe
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3.6 respond to questions in a way that meets the audience's needs

3.7 evaluate the effectiveness of a presentation.

Assessment Guidance

Evidence may be supplied by:

- observation
- product
- witness testimony
- professional discussion
- questioning.

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Supporting information

Guidance

Whilst working through this unit, any report at this level would need to be in excess of 500 words. The report can be holistic and supported by other methods of evidencing ie observation report, product etc.