

Unit Title: Presentation Skills
Unit Level: Two
Unit Credit Value: 1
Guided Learning Hours: 8
Unit Code: AF3/2/NE/001
Unit Review Date: 31/08/2022

This unit is not part of a regulatory framework

Purpose and Aim of the Unit:	The purpose of the unit is to develop learners' ability to create and deliver a presentation using visual aids.
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This unit has 4 learning outcomes.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Know how to plan and prepare a presentation.	1.1. Describe three factors to consider when planning and preparing a presentation.
2. Know the importance of appropriate verbal and non-verbal behaviour.	2.1. Describe the importance of each of the following whilst delivering a presentation: (a) voice; (b) body language; (c) timing; (d) eye contact.
3. Know how to structure a presentation.	3.1. Describe the structure of an effective presentation. 3.2. Plan and prepare a short presentation.
4. Be able to deliver a presentation using visual aids.	4.1. Deliver a short presentation demonstrating appropriate use of visual aids.



PART OF **nocn** GROUP

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ASSESSMENT INFORMATION

One Awards promotes the use of a range of methods to assess the skills and knowledge of learners. Please refer to the Assessment Definitions document (available on the One Awards website) which provides guidance on the use of assessment activities at different levels, the evidence which could be generated from these activities and ways in which the assessment activities could be managed.

When planning assessment tasks for this unit, Centres should ensure that the selected assessment methods are relevant to the subject, the assessment criteria and the needs of learners.

All assessment practice for this unit should take an active account of equality and diversity issues. Centres should refer to the guidance in the One Awards Access to Fair Assessment Policy (available on the One Awards website).

USAGE AND COPYRIGHT NOTICE

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