

Unit Title: Presentation Skills	
Level:	One
Credit Value:	2
GLH:	18
OCNLR Unit Code:	HB1/1/LQ/041
Ofqual Unit Reference Number:	T/504/8131

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know about presentations and presentation styles.	1.1. Outline reasons for using presentations. 1.2. Give examples of presentation styles.
2. Know about the elements and skills involved in the preparation and delivery of a presentation.	2.1. Identify the elements in preparation and delivery of a presentation. 2.2. Outline the skills required to deliver effective presentations.
3. Be able to deliver a presentation.	3.1. Deliver a short presentation on an agreed topic to a small group. 3.2. Use visual aids in a presentation.
4. Be able to review own performance in preparing and delivering a presentation.	4.1. State what went well when: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Preparing a presentation;</li> <li><input checked="" type="checkbox"/> Delivering a presentation.</li> </ul> 4.2. Identify areas for improvement.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	P
Written description	O	Production of artefact	