OCR
Oxford Cambridge and RSA

Unit Title:	**Deliver a presentation**
OCR unit number:	37
Level:	3
Credit value:	3
Guided learning hours:	17
Unit reference number:	M/506/1914

Unit aim and purpose

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 Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the principles underpinning the delivery of presentations	**The Learner can:** 1.1 Analyse the advantages and limitations of different **methods** of, and **media** for, making presentations 1.2 Explain how the type and size of the audience affects the delivery of a presentation 1.3 Explain the factors to be taken into account in developing **contingency plans** when delivering presentations 1.4 Explain voice projection and timing techniques when delivering presentations 1.5 Explain the **factors** to be taken in to account in responding to questions from an audience 1.6 Explain different methods for evaluating the effectiveness of a presentation	**Methods/media** may include: • Chalk and talk • OHP (Overhead projection) • PowerPoint • Video clips • Interactive white board • Handouts **Contingency plans** may include: • Agreement for post-event hand outs • Use of USB sticks • Secondary emergency equipment • Pre-event testing of equipment **Factors** may include: • Timing • Listening • Understanding • Considering • Responding • Referring
2 Be able to prepare to deliver a presentation	2.1 Confirm the layout of the venue and correct functioning of equipment and resources prior to making a presentation	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	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	
3 Be able to deliver a presentation	3.1 Speak clearly and confidently, using language that is appropriate for the topic and the audience 3.2 Vary their voice tone, pace and volume appropriately when delivering a presentation 3.3 Use body language in a way that reinforces messages 3.4 Use equipment and resources effectively when delivering a presentation 3.5 Deliver a presentation within the agreed timeframe 3.6 Respond to questions in a way that meets the audience's needs 3.7 Evaluate the effectiveness of a presentation	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA623	• Deliver a presentation

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Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .