

Unit Title:	Deliver a presentation
OCR unit number:	32
Sector unit number:	2010_BA_3_11
Credit value:	3
Level:	3
Guided learning hours:	15
Unit reference number:	T/601/2529

Unit aim and purpose

By completing this unit the learner will develop the understanding and skills needed to prepare, deliver and evaluate presentations.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand the purpose of preparing for and evaluating a presentation</p>	<p>The Learner can:</p> <p>1.1 Explain the purpose of using different types of presentation and equipment</p> <p>1.2 Explain different ways of delivering presentations and their features</p> <p>1.3 Explain the procedures to be followed when preparing a presentation</p> <p>1.4 Explain the benefits of preparing for giving a presentation</p> <p>1.5 Describe the types of problems that may occur with equipment and how to deal with them</p> <p>1.6 Explain the purpose and benefits of contingency planning</p> <p>1.7 Explain the purpose and benefits of collecting feedback from the audience on the presentation</p> <p>1.8 Explain the purpose and benefits of evaluating presentations and own performance</p>
<p>2 Understand the techniques used in enhancing a presentation</p>	<p>2.1 Explain and illustrate how presentations may be enhanced by materials and equipment</p> <p>2.2 Explain and illustrate how presentations may be enhanced by use of communication and interpersonal skills</p> <p>2.3 Describe how to gauge audience reaction to the presentation</p> <p>2.4 Explain the purpose and benefits of summarising important features of the presentation</p> <p>2.5 Describe the purpose and benefits of giving the audience opportunities to ask questions</p>

Learning Outcomes	Assessment Criteria
3 Be able to prepare for delivery of a presentation	3.1 Select any equipment needed and plan how to use it to best effect 3.2 Make contingency plans in case of equipment failure or other problems, if required 3.3 Practise the presentation and its timing 3.4 Obtain feedback on planned presentation and make adjustments, if required
4 Be able to deliver a presentation	4.1 Check equipment and resources 4.2 Circulate presentation materials 4.3 Introduce self to audience and state aims of the presentation 4.4 Address the audience, speaking clearly and confidently, using language to suit the topic and audience 4.5 Vary tone, pace and volume to emphasise key points 4.6 Gauge audience reaction during the presentation and adapt if required 4.7 Summarise throughout the presentation to emphasise key points and help to maintain audience interest 4.8 Use body language in a way that reinforces presented information 4.9 Use equipment, where appropriate, to enhance the presentation, and deal with any problems that may occur 4.10 Provide the audience with opportunities to ask questions 4.11 Listen carefully to questions and respond in a way that meets the audience's needs
5 Be able to evaluate a presentation	5.1 Collect feedback on the presentation 5.2 Reflect on own performance and identify learning points 5.3 Evaluate the presentation and own performance and identify changes that will improve future presentations

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

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.