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**Overview**

This standard is about researching, planning and preparing a presentation for specific audiences. It includes agreeing the purpose, content, style and length of the presentation and researching and developing the presentation to suit the audience. It is for administrators who develop presentations as part of their role.

**Performance  
criteria**

- You must be able to:*
- P1 agree the purpose, content, style and time of the presentation and who the audience will be
  - P2 research and plan the presentation
  - P3 choose the equipment required to deliver the presentation
  - P4 prepare the presentation to achieve its purpose and suit the needs of the audience
  - P5 obtain feedback on the presentation and make necessary adjustments
  - P6 estimate how long the presentation will last
  - P7 produce presentation handouts, when required
  - P8 reflect on feedback obtained of the presentation and identify learning points

**Knowledge and understanding**

*You need to know and understand:*

- K1 the advantages and disadvantages of using presentations to provide information
- K2 different ways of making presentations and their features
- K3 how to prepare presentations so they are engaging, interesting, concise and informative
- K4 how to tailor the presentation to the audience
- K5 the different types of equipment that can be used to deliver the presentation
- K6 how handouts can complement presentations

## CFABAA617 SQA Unit Code FE0D 04

### Develop a presentation

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#### Additional Information

##### Skills

1. communicating
2. evaluating
3. organising
4. planning
5. researching

##### Links to other NOS

Communications; IT

## CFABAA617 SQA Unit Code FE0D 04

### Develop a presentation

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**Developed by** Skills CFA

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**Status** Original

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**Originating organisation** Skills CFA

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**Relevant occupations** Business, Administration and Law; Administration; Administration and Secretarial Occupations

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**Suite** Business and Administration (2013)

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**Key words** Business; administration; presentation; communication