

National Unit Specification: general information

UNIT English: Individual Presentation (Higher)

NUMBER DF5X 12

SUMMARY

The Unit English: Individual Presentation focuses on talking and listening skills. Candidates will talk about issues, interests, ideas and texts in individual oral presentations. A range of skills will be developed and high levels of ability will be required as candidates talk for transactional, analytical, expressive and critical purposes and interact with an audience.

This Unit is free-standing, and is additional to the component Units of the Higher Course in English.

The content of the Unit comprises:

- the skills and concepts required for individual talk, discussion and listening; skills will be deployed in talking about issues, interests, ideas and texts
- the skills and concepts required for reading and researching topics and texts
- the skills and concepts required for writing notes, plans and evaluations
- knowledge of a range of relevant linguistic concepts.

OUTCOME

Deliver an oral presentation.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following:

- The Individual Presentation Unit at Intermediate 2
- Standard Grade English at Credit level
- Intermediate 2 English or its component Units
- Any other relevant qualification.

Administrative Information

Superclass: KB

Publication date: April 2004

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2004

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. The cost for each unit specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

National Unit Specification: general information (cont)

CREDIT VALUE

0.5 Credit at Higher (3 SCQF points at SCQF level 6*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

This Unit gives automatic certification of the following:

Complete core skills for the Unit	None
Core skills components for the Unit	Oral Communication H

Information on the automatic certification of any core skills in this Unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, publication code BA0906).

National Unit Specification: statement of standards

UNIT English: Individual Presentation (Higher)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Deliver an oral presentation.

Performance criteria

Content

Content is relevant and appropriate for purpose and audience, reveals depth and complexity of thought and is fully developed.

Structure

Structure is effective and appropriate for purpose and audience; content is sequenced and organised in ways which assist impact.

Expression

Clear and audible delivery and effective use of verbal and non-verbal techniques sustain a style and tone which clearly communicate a point of view/stance consistent with purpose and audience.

Interaction and Audience

Audience requirements are fully taken into account, reactions are clearly acknowledged and questions are handled competently.

Note: according to purpose, content is likely to be reflection, ideas, opinion, argument, information.

Evidence requirements

The candidate's presentation must be unassisted, last at least 5 minutes and take place under supervision in the presenting centre to an audience of no fewer than three people.

The presentation must be such that all the criteria can be met, including those relating to the point of view/stance and interaction with the audience.

The candidate must meet all the performance criteria in one presentation.

Some form of evidence (for example, checklist, recording) should be retained. A brief note of the context and sources of information should accompany the form of evidence.

National Unit Specification: support notes

UNIT English: Individual Presentation (Higher)

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

While all language purposes may be covered in this Unit, there will be particular focus on purposes related to the oral presentation of information, ideas and opinions.

The candidate will compose, deliver, contribute to, watch, listen, analyse, discuss and evaluate a selection from such texts as:

- individual speeches and presentations
- broadcast communications (news, documentary, debate, advertisement)
- group discussions
- those which form the focus of literary and language study in other Units.

The candidate will engage in a variety of language activities such as:

- planning and constructing oral communications for specified purposes and audiences
- rehearsing and delivering oral communications for specified purposes and audiences
- making an analytical oral presentation about a text or an aspect of a text or topic
- contributing constructively and purposefully to group discussion of topics or texts
- watching and/or listening to a range of oral presentations, debates, speeches, interviews and group discussions
- analysing a range of oral presentations (for example, debates, speeches, interviews, group discussions, broadcasts).

Outcome

Deliver an oral presentation.

The candidate will be assessed in individual talk.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The summary table gives an indication of content and context. There will be a need to set time aside to create the context and content which will provide the resources for candidates' ideas.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

In order to develop skills in oral presentation, candidates will need:

- an understanding of what makes for a good presentation
- an understanding of how to go about improving their skills
- an opportunity to reflect on and evaluate their progress
- feedback from the teacher/lecturer and/or other candidates.

Good practice suggests that the best approaches are for the teacher or lecturer to:

- share the criteria for a successful presentation with the candidate
- focus – during the teaching and formative phases – on no more than two aspects for improvement on any one occasion

National Unit Specification: support notes (cont)

UNIT English: Individual Presentation (Higher)

- provide and study with the class models of good and poor presentations, sometimes, if possible, their own
- note that close consideration should be given to the length and clarity of the communication
- note that the length of the oral communication, topicality, structure and/or relationships are important
- choose models of oral communication which have substance, complexity, appropriateness and relevance to the language or literary context.

These models may be derived from such sources as:

- news bulletins/features, broadcasts and reports
- documentary or factual magazine programmes from television and radio
- current affairs or discussion broadcasts
- 'live' presentation, dialogues or debates.

Where appropriate, candidates should be encouraged to use the following:

- prompt cards
- some illustrative material/overheads/handouts.

The presentation may be made in Scots.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

As assessment is an integral part of the learning and teaching process, the candidate should be encouraged to undertake a number of activities for formative purposes.

It should also be made clear that success in this outcome does not depend wholly on the candidate's knowledge: the Unit is concerned with oral skills.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, September 2003).