

S309: Develop a presentation

Overview: Research, plan and prepare a presentation for specific audiences.

Links: Communications; IT

Specific skills: • Communicating • Evaluating • Organising • Planning
• Researching

Performance Indicators

1. Agree the purpose, content, style and time of the presentation and who the audience will be
2. Research and plan the presentation
3. Choose the equipment required to deliver the presentation
4. Prepare the presentation to achieve its purpose and suit the needs of the audience
5. Obtain feedback on the presentation and make necessary adjustments
6. Estimate how long the presentation will last
7. Produce presentation handouts, when required
8. Reflect on feedback obtained of the presentation and identify learning points

Knowledge and Understanding

- A. The advantages and disadvantages of using presentations to provide information
- B. Different ways of making presentations and their features
- C. The reasons for agreeing the purpose, content, style and timing of presentations before planning and preparation
- D. How to prepare presentations so they are engaging, interesting, concise and informative
- E. How to tailor the presentation to the audience
- F. The different types of equipment that can be used to deliver the presentation
- G. The purpose and value of getting feedback on prepared presentation
- H. How handouts can complement presentations