

## S310: Deliver a presentation

**Overview:** Prepare for, deliver and evaluate a formal presentation.

**Links:** Communications; IT

**Specific skills:** • Communicating • Evaluating • Managing time • Organising  
• Planning

### Performance Indicators

1. Choose equipment and plan how to use the equipment's features to best effect
2. Develop contingency plans in case of equipment failure or other problems
3. Practise and time the delivery of the presentation
4. Obtain feedback on the presentation and make necessary adjustments
5. Make sure the equipment and resources are in working order
6. Make sure the audience receive presentation materials
7. Introduce self to the audience and state the aims of the presentation
8. Address the audience by speaking clearly and confidently, using language which is appropriate to the topic and the audience
9. Use equipment, where appropriate, to enhance the presentation and deal with any problems that may occur
10. Vary your voice tone, pace and volume to emphasise key points and maintain the audience's interest
11. Use your body language in a way that reinforces your message
12. Gauge audience reaction during the presentation and adapt accordingly
13. Summarise the key points
14. Provide the audience with the opportunity to ask questions
15. Listen carefully to questions and respond in a way that meets the audience's needs
16. Collect feedback on the presentation
17. Reflect on own performance and identify learning points
18. Evaluate the presentation and identify changes that will improve future presentations

### Knowledge & Understanding

- A. Different ways of delivering presentations and their features
- B. How to tailor the presentation to the audience
- C. The purpose and benefits of rehearsing presentations and how to do so
- D. How handouts can complement presentations
- E. The types of equipment used for presentations and their features
- F. The purpose and value of checking equipment in advance
- G. How to use equipment to make presentations
- H. The purpose and benefits of contingency planning
- I. The types of problems that may occur with presentation equipment and how to deal with these
- J. The purpose and benefits of speaking clearly to convey the main points of a presentation
- K. How to gauge audience reaction to the presentation
- L. The purpose and benefits of summarising important features of the presentation
- M. The purpose and benefits of giving opportunities to the audience to ask questions
- N. The purpose and benefits of collecting feedback from the audience on the presentation
- O. The purpose and benefits of evaluating the presentation and reflecting on the performance