

CONTENT DETAILS FOR TEACHING, LEARNING AND ASSESSMENT PURPOSES Learners must be able to:

- Outline/Explain factors that must be considered when preparing for a presentation/ before making the presentation
- Outline/Explain factors that must be considered by the presenter while presenting. o maintain eye contact o use visual aids effectively o move o do not speak fast o use pauses effectively, etc.
- Explain how to respond to questions about work and presentations/handle feedback after a presentation in a non-aggressive and professional manner.
- Discuss/Explain how to identify areas for improvement of the next/a future presentation.
- Motivate/Make recommendations for future improvements based on feedback from presentations.
- Give examples of non-verbal presentations, e.g. o written reports, o scenarios, o types of graphs (e.g. line, pie, bar charts) o as well as other types of non-verbal information such as pictures and photographs.
- Discuss/Explain how to design a multimedia presentation to include visual aids, e.g. o start with the text, o select the background, o choose relevant images/create graphs, etc.
- Explain/Evaluate the effectiveness/advantages/disadvantages of visual aids

PRESENTATION Factors to be considered before doing a presentation

- Clear purpose/intentions/objectives and main points of the presentation.
- Main aims captured in the introduction/opening statement of the presentation.
- Information presented should be relevant and accurate.
- Fully conversant with the content/objectives of the presentation.
- Background/diversity/size/pre-knowledge of the audience to determine the appropriate visual aids.
- Prepare a rough draft of the presentation with a logical structure/format with an introduction, body and conclusion.
- The conclusion must summarise the key facts and how it relates to the objectives/shows that all aspects have been addressed.
- Create visual aids/graphics that will consolidate the information/facts to be conveyed to the board of directors.
- Find out about the venue for the presentation, e.g. what equipment is available/appropriate/availability of generators as backup to load shedding.
- Consider the time frame for presentation, e.g. fifteen minutes allowed.
- Rehearse to ensure a confident presentation/effective use of time management.