

# Plan and Deliver an Oral Presentation

## Professional Skills

Show us you know how to plan, develop and deliver a presentation to meet workplace requirements.

Level **4**

Credits **5**

\$99 NZD (GST incl.)

## Assessment

You are required to submit evidence of the following:

Plan and develop an oral presentation in response to a specific workplace brief.

Develop visual aids using a desktop presentation software.

Deliver a presentation to a group within a specified workplace context.

All work for this EduBit must be your own.

## Learning Recommendations

[Developing Effective Business Presentation Skills - a free online course](#)

[Free Management Books – Presentation Skills](#)

## Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

General Information

*Please provide:*

The name of your organisation.

What type of industry you work in.

A brief description of your role in the organisation (maximum 50 words).

Task 1: Plan and develop an oral presentation in response to a specific workplace brief.

*You will need to:*

1.1. Create a presentation plan (4-15 minutes in length), in response to a specific workplace brief. The plan should include:

A clear explanation of the purpose of the presentation within a work context. The overall purpose may be for example, to inform; to problem solve; to analyse; to persuade.

A visual storyboard, using a specific storyboard-planning tool, to outline the sequence of the presentation. This must include details of key content as well as evidence of timing consideration.

An audience profile (for at least three (3) colleagues). For example, details of age, job title, key responsibilities held and knowledge of subject matter. This should also include at least two (2) ways in which the colleagues may be accommodated (e.g. where knowledge of the subject is minimal, greater emphasis might be placed on introducing key technical terms).

Identification of planned presentation software (e.g. PowerPoint, Prezi, Keynote, Slide Dog etc)

Task 2: Develop visual aids using a desktop presentation software.

*You will need to:*

2.1. Develop an oral presentation using software such as PowerPoint, Prezi, Keynote, Slide Dog etc and visual aids to develop key content to meet the specific workplace brief. This should include three (3) visual aids (e.g. graphs, photographs, video) to support the content of the presentation.

Your presentation must consider quality in terms of the layout. For example, composition; text hierarchy; consistent typography; balance and proportion, and this is consistently applied between the three (3) visual aids.

Your presentation must also consider quality in terms of information presentation. For example: clarity, simplicity, readability, consistency, appropriateness for target audience and purpose of presentation.

Please include any notes or cue cards in your evidence if these are being used for the presentation.

Task 3: Deliver a presentation to a group within a specified workplace context.

*You will need to:*

3.1. Deliver and video the presentation (10 minutes maximum) to a group of at least three (3) colleagues. The video must indicate that you:

Use language appropriate to the context, audience and purpose of the presentation.

Deliver it at a pace, pitch and volume appropriate to the context of the presentation.

Make smooth transitions between key points and visual aids.

Make appropriate eye contact with your audience.

Answer any questions from the audience.

Your video should be no longer than 10 minute(s).

Please download the [Video Assessment Guidelines](#).

Task 4: Attestation – Support from your manager

*You will need to:*

3.2. Provide an attestation from your manager (or equivalent) indicating that the presentation met the specific workplace brief, was at least ten (10) minutes in length and was delivered to the appropriate audience (at least three (3) colleagues).

Please download the [Attestation Form](#) and make sure it is completed, signed and dated before uploading to this task.

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