

Presenting and Defending an Idea or Argument

Professional Skills

Show us that you know how to present and defend an idea or argument in accordance with workplace requirements.

Level **4**

Credits **5**

\$99 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

1. Develop an idea or argument in accordance with workplace requirements.
2. Orally present an idea or argument in accordance with workplace requirements.
3. Defend an idea or argument in accordance with workplace requirements.

All work for this EduBit must be your own.

Learning Recommendations

[Top 12 Tips for Presenting Your Ideas Effectively](#)

[Presentation Skills and Tips](#)

[Defend Your Idea Without Being Defensive](#)

[6 Ways to Win an Argument](#)

Tasks

Proof of Identity

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

Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

General Information

Please provide the following information:

What is the name of your organisation?

What type of industry do you work in?

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

Task 1: Develop an idea or argument in accordance with workplace requirements.

You will need to:

1.1 Provide details of an idea/argument you plan to present to colleagues. Include all of the following:

A brief written outline of a topic and related idea/argument in the context of your workplace.

A bulleted list of the key points supporting the idea or argument.

Research notes indicating key evidence in support of the main argument or claim (reference these correctly).

An outline of at least two (2) **alternative** views or ideas and a brief explanation of why you have rejected them.

Maximum 400 words.

Please download the [APA Reference Guidelines](#). Upload your reference(s) as a document OR type into the free text field available in this task.

Task 2: Orally present an idea or argument in accordance with workplace requirements.

You will need to:

2.1. Provide a video of you presenting the idea/argument laid out in 1.1. This presentation must be at least five (5) minutes long, to at least three (3) work colleagues and demonstrate all of the following:

An introduction, main body and conclusion.

Sufficient and appropriate evidence to support the idea or argument.

Appropriate use of verbal and non-verbal communication to engage the audience.

Effective integration of visual aids into the argument. These support the argument rather than dominate it, allowing it to flow.

An opportunity for others to ask questions, challenge, and discuss any points at the end of your presentation.

Your video must be no longer than 20 minutes.

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

Task 3: Defend an idea or argument in accordance with workplace requirements.

You will need to:

3.1 Provide specific examples of you defending the ideas or argument made in your presentation. These must include at least one (1) of the following:

Reference to moments from your presentation video where people challenged your ideas, asked questions, or raised counter arguments (this can be during or after the presentation itself). Include the times at which these occur in the video and be specific on what points were made and the end result.

Reference to emails or discussions in the days or weeks following your presentation. Be specific on what points were made and the end result. Include quotes if appropriate.

Moments where you addressed potential counter arguments or disagreements effectively as part of your presentation so that they did not need to be raised afterwards. Include the times at which these occur in the video and be specific on what points were made and the end result.

Maximum 400 words.

3.2. Provide a completed copy of the Attestation Form from your manager.

Please download the Attestation Form from the Resources section of this EduBit and upload the completed document to the Attestation tab on the website. It should be signed, dated and include feedback from the Attester.

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