**Topic 10: Presenting your findings**

**Formative Assessment 10**

**Present information in a public setting (13925)**

*Hello and welcome to the assessment. Here you’ll prove to the world just how much you know and understand about what you’ve just learnt in the learner guides. This is an important part of your time at Umuzi because once this is done, you’ll be certified! So please, take this time to learn everything you can! Take a look at some pointers below with regard to answering the questions…*

* *Be specific*
* *Write professionally - no shorthand!*
* *Your answers must be original and come from your brain and your brain only.*
* *No copy/paste tricks! Our markers have seen it all and will know if you’re taking shortcuts.*
* *Remember, sloppy or poor work will be sent back to you to do again, so do it properly the first time and you’ll be done in no time.*
* *Ask for help at any time. Ask your friends, a manager, anybody!!*
* *Don’t skip any questions! You must do them all!*
* *You’ll see two boxes after each question - one for your answer and one for the marker’s comments. DO NOT delete the marker’s comments if you are required to resubmit your work after the first attempt. Should you have to do it again you will see a new box* ***under*** *the marker’s comments, so fill that one out in* ***BLUE****. Remember!! It’s not the end of the world if you have to resubmit. You’re here to learn, so don’t beat yourself up if you don’t get it right on the first go. Obviously, try your best to get it right on the first attempt, but if not, you have another chance to do it properly!*

*Ok, and that’s that! Time to get to it! Good luck, have fun and enjoy! :)*

**Enter your name and surname below**

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| **Luvo Spofana** |

**1.** **List three reasons why it is important to learn how to give good presentations? [3 Marks] (3 SO:1 AC:1)**

**Your answer below**

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| * It is a valuable skill to be able to give a good presentation because presentations are now a part of most real-life work environments. * A good presentation summarizes and communicates your ideas to other people in a concise and understandable way. * They are an effective tool in a variety of different situations, you may need to communicate your work with your colleagues or employers or communicate an idea and negotiate to get sponsors and funds for a project, and presentations can be the best and most feasible way to communicate that. |

**Marker’s Comments**

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**2. What three steps do you need to take to research and analyze your target audience? [4 Marks](4 SO:1 AC:1)**

**Your answer below**

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| * Understand who you are presenting to and communicating with. * Find out what who you’re communicating to needs to know. * Figure out how they will best understand the information you want to communicate. |

**Marker’s Comments**

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**3. List 4 characteristics of a bad presentation [4 Marks](4 SO:2 AC:1)**

**Your answer below**

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| * It provides too much information, thus overwhelming and confusing the audience about what the points of interest are. * It is monotonous and difficult to understand because it is read from a script. * The presenter speaks too fast or too quietly for listeners to hear and keep up. * It includes too many special effects, which are distracting and take attention away from the important content. |

**Marker’s Comments**

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**4. What are 4 characteristics of good PowerPoint slides to accompany a presentation?**

**[4 Marks](4 SO:3 AC:1, US114076 SO:3 AC:1-2)**

**Your answer below**

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| * It provides a roadmap for the audience to tell them what the presentation will cover and the order in which things will be presented, to help the audience keep up as you move through your content * The slides are not filled out with text, so the audience is able to focus on what the presenter is saying. * It includes good quality images, diagrams and videos to help illustrate the presenter’s message. * The slides are well planned out and they synchronize with what the presenter is saying because the presenter knows exactly when to switch between them. |

**Marker’s Comments**

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**5. Describe four indicators of good presentation skills [5 Marks](5 SO:4 AC:1)**

**Your answer below**

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| * The presenter is prepared, the slides are readily stored online or in a medium, there is equipment to present sound and audio, and everything has been tested and is working without any technical difficulties. * The presenter relates to the audience by using personal stories or stories relatable to the audience’s circumstances to better elaborate points. * The presenter is comfortable and is calm, which are signs of rehearsing and practice. * The presenter follows up and stands out by having a Q & A section at the end of the presentation, giving the audience a chance to clear up any doubts and to further highlight their expertise and knowledge in what they are talking about. |

**Marker’s Comments**

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**6. List five ways you could improve your presentation skills [5 Marks](5 SO:5 AC:1)**

**Your answer below**

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| * Always be prepared by thoroughly researching your audience and properly structuring your presentation. * Continuously practice and rehearse your presentation, this will help you identify areas to improve to optimize the quality of your presentation. * Interact with your audience, do not be too formal, ask them questions every now and then and ensure they know that they can ask you questions if they are ever unsure of something during the presentation. * Ask for feedback and constructive criticism from the audience or the person helping you rehearse. * Admit you don’t have all the answers, this will not only have you give uninformed opinions or inaccurate information, but will bring to your attention areas you lack knowledge in and to inform yourself on |

**Marker’s Comments**

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**7. What four things should you do after you give a presentation to make sure you continue to improve your presentation skills? [4 Marks](4 SO:6)**

**Your answer below**

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| * Take some time and celebrate all the parts that went well within the presentation, this helps you write positive mental scripts, which in turn increase your confidence for upcoming presentations and makes you less anxious for them. * Take not of all the reason why the presentation wasn’t perfect so that you can quickly find a way to ensure that you do things a bit differently and avoid them next time. * Reflect on the questions you didn’t expect and may have had a hard time answering, be sure to look them up and know how to answer them and also try to understand how those questions came about so that you can have a better idea of the kind of questions to expect next time. * Ask for feedback, this is the most effective way to assess how you did and find out any considerations the audience may have had about your presentation. This helps bring awareness to aspects you had no idea you needed to improve to make your presentations better. |

**Marker’s Comments**

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