

**OVERALL DECISION:COMPETENT**

**Assessment 03 Presenting your findings**

**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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| **Sinethemba Zulu** |

**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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| Having good presentation skills is a very important skill in the real - world work environment and as an ordinary person. Below are some of the reasons why it's important to learn to give good presentations. **✓**   * You need to be able to communicate complex information in a simple and interesting way to keep the audience engaged. **✓** * Sometimes you have to present ideas and thoughts to coworkers or to a client audience or potential funders in the work environment. **✓** * Presentation Skills are Important for Time Management**✓** * Presentation Skills are Important for Individual Success e.g if you are able to present your in a job interview it is highly like to get that particular job position**✓** |

**Marker’s Comments**

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| **Correct** |

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

**Your answer below**

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| Steps one need to take to research and analyze your target audience   * You need to first know and understand people that you are going to be talking.you must also understand their background and also the language they are speaking. **✓** * Know the key objectives of your presentation. **✓** * know how much technical information needs to be provided, if any. **✓** |

**Marker’s Comments**

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| **Correct** |

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

**Your answer below**

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| * Providing too much information**✓** * Reading from a script**✓** * Speaking too fast or too quietly**✓** * Including too many special effects or flares and whistles**✓** |

**Marker’s Comments**

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| **Correct** |

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

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

**Your answer below**

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| * Roadmap after title slide on the second slide**✓** * Includes good quality images, diagrams, and videos to help people understand the message**✓** * Keeping it simple, professional aesthetic, make sure that your presentation does not distract people from what you're saying. **✓** * Minimal text**✓** |

**Marker’s Comments**

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| **Correct** |

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

**Your answer below**

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| * **Relating to the audience✓**   Using personal stories or relate them to the work and circumstances of your  audience. Examples and custom demos can help you do that. **✓**   * **Rehearse** **✓**   Doing a presentation of practice before making an actual presentation helps calm the nerves and enhances trust. **✓**   * **Includes interactive elements**   Asking questions from the audience, or asking a volunteer to help with a demonstration. This can be a truly effective way to keep the audience attentive. **✓**   * **Plan but don't write a script ✓**   Using flashcards as reminders instead of writing the entire script to avoid slide readings. **✓** |
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**Marker’s Comments**

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| **Correct** |

**6. List five ways you could improve your presentation skills [5 Marks](5 SO:5 AC:1-3)**

**Your answer below**

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| * Assume that your audience is smarter than you are, and you'll respect their feedback and be optimistic about constructive criticism. **✓** * Presentations get better over experience, which means that doing presentations often also helps improve presentation skills. **✓** * Prepare yourself completely for a presentation before you go to presentation * During each presentation, ask any of the audience what you need to change. **✓** * Communicate with the audience by figuring out whether they can understand you or whether they have any questions during the presentation. **✓** |

**Marker’s Comments**

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| **Correct** |

**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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| Ask the audience to send reviews confidentially. That may be achieved using a Google form. Depending on what type of audience, you can ask them to give you verbal input. However, anonymous feedback is best as it is more likely to be accurate. **✓** |

**Marker’s Comments**

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| **This is just one thing. Incorrect. List 3 more. Remediate!** |

**Your answer below**

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| * Ask the audience to send reviews confidentially. That may be achieved using a Google form. Depending on what type of audience, you can ask them to give you verbal input. However, anonymous feedback is best as it is more likely to be accurate. **✓** * Have anybody followed up on any of the points you listed in your talk? As a presenter, it is helpful to be able to read people's reactions during the presentation, particularly when aligned with the main concept in your presentation. **✓** * After the talk, did anyone ask to read the full report? Shows buy in your audience if they would really want more information about the presentation. **✓** * Do people engage in Q&A's, this is a good way to see the audience's interest in your talk and how well they've been listening. **✓** |

**Marker’s Comments**

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| **Correct after remediation!** |