

Formative Assessment 05

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

Lethabo Letsoalo

1. Why is it important to learn how to give good presentations? (3 SO:1 AC:1)

Your answer below

Because as an employee or a person who wants to pitch a project to your colleagues or to a company, you must be able to communicate your ideas, work or goals in a very effective way

Marker's Comments

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

Your answer below

Who you will be communicating with
What do they need to know
And how will they best understand the information

Marker's Comments

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

Your answer below

Not making eye contact with the audience
Inappropriate/informal language
Rushing to finish the presentation as fast as possible(this might lead to misinforming the audience)
Standing in one place,leaning against the wall,looking nervous and uncomfortable

Marker's Comments

4. What are 4 characteristics of good PowerPoint slides to accompany a presentation? (4 SO:3 AC:1-3, US114076 SO:3 AC:1-2)

Your answer below

Enough slides that best represent the presentation
The background should be consistent
Give the audience only necessary information
Use design templates

Marker's Comments

5. Describe good presentation skills (5 SO:4 AC:1)

Your answer below

Being passionate about your presentation,making eye contact with your audience. Basically being comfortable to make them also comfortable with you and to create a connection between you and your audience

Marker's Comments

6. How do you improve your presentation skills (5 SO:5 AC:1-3)

Your answer below

Practising your presentation in front of whoever you can practise in front of,try to be comfortable with public speaking and avoid being nervous. And also attend other presentations or presentation lessons

Marker's Comments

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

Your answer below

Keep on practising your presentation and keep having the same courage

Marker's Comments

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