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OCNLR Level 1 Award in Employability

Qualification No: 600/8274/4

Learner Assessment

for the unit...

Oral Presentation Skills
code F/503/4894

Learner name

click a tab to go to the section indicated

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OCNLR Level 1 Award in Employability

Qualification No: 600/8274/4

Learner Assessment Workbook for the unit...

Oral Presentation Skills
code F/503/4894

Learner name

This workbook shows the work of...

Your name (name of learner) should be added here to show whose work is in this workbook.

Once typed in this box, your name will appear also on the cover of this workbook and, as well, below in the footer of every page.

Note that any page with something for you to type in, as in this page, has 'Learner WORKSHEET' down the left hand side of the page.

Name of learner

Workbook Version Number

The Workbook Version Number can be used to show if it is the version first worked on... or a later version.

When you, the learner, first complete and send off the workbook to the assessor, it is Version 1. If the assessor receives this, then makes notes within the workbook, perhaps with feedback to you about your work, and sends it back, then they should change the Version Number Box above to '2'. If they forget, you could change it anyway.

This workbook shows the work of...

Name of learner

Workbook Version Number

The Workbook Version Number can be used to show if it is the version first worked on... or a later version.

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Introduction

This publication is the second in a series of 'Learner Assessment Workbook' documents, each relating to a Unit of Assessment within the '*OCNLR Level 1 Award in Employability*' qualification.

Successful completion of all five Unit Workbooks will result in achievement of the '*OCNLR Level 1 Award in Employability*', a national qualification.

This document provides a workbook for learners to complete and submit for assessment, in relation to the unit 'Oral Presentation Skills'.

The three Assessment Tasks that cover this unit are, Task 1 (AT1), Task 2 (AT2), and Task 3 (AT3). All these tasks are included in this electronic workbook.

Workbook instructions

To navigate within this workbook, use tabs to go to the start of the section labelled, or click the >> << buttons on the bottom right of every page, to go forwards or backwards a single page. For a graphic guide, go to the cover page and click the 'document guide notes on or off' buttons at the top left of the cover page and there are helpful notes on other pages where this same on/off button appears.

We advise downloading the latest version of Adobe Reader to use this booklet as some pdf viewers are not as reliable. This is especially true for tablets or smartphones. Android based and iOS based devices can both download versions of Adobe Reader free of charge.

To complete the workbook, go to each of the Assessment Tasks and fill in the empty fields. (Each Task can be accessed directly by clicking on the tab for that Task, on the right of every page.)

Pages that require learners to add information have the 'Learner WORKSHEET' text, written sideways along the left edge of each page. Looking for this label shows at a glance if the page needs some information from you.

Pages without this label provide helpful information, or are for the assessor to complete, and do not require any action or text to be added by you the learner.

Before you send the workbook off for assessment, be sure you have added your name in the box on page 2, and 'clicked' the box to sign your 'Learner Contract' on page 8.

Unit of assessment

Oral Presentation Skills	
Level:	One
Credit Value:	1
GLH:	9
OCNLR Unit Code:	AF3/1/LQ/001
Ofqual Unit Reference Number:	F/503/4894

This unit has 3 Learning Outcomes

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Be able to plan an oral presentation.	1.1. Plan a presentation for a known group including aims, timing, and use of visual aids.
2. Be able to give an oral presentation taking into account purpose and audience.	2.1 Give a short oral presentation to a group on a chosen subject using appropriate techniques. 2.2 Use at least one visual aid to enhance the presentation.
3. Be able to give and receive feedback on a presentation.	3.1 Give constructive feedback to others on a presentation. 3.2 Use feedback from others to plan changes to own presentation performance.

Mapping unit assessment criteria to corresponding assessment tasks

Assessment Criteria	Link to related Assessment Task
1.1. Plan a presentation for a known group including aims, timing, and use of visual aids.	
2.1 Give a short oral presentation to a group on a chosen subject using appropriate techniques.	
2.2 Use at least one visual aid to enhance the presentation.	
3.1 Give constructive feedback to others on a presentation.	
3.2 Use feedback from others to plan changes to own presentation performance.	
You will have completed the work for this unit when all assessment criteria (AC) shown above are assessed as 'met', by your assessor.	

Learner Contract

Learner Contract...

work starts here...

Click this small box to sign the learner contract on this page... then go on to read the Assessment Tasks Introduction (on page 10 then start Task 1 (on page 12).

I am the person named as the learner on the cover of this workbook.

I understand that presenting the work of someone else as mine is fraud and that this is a criminal offence, with possibly serious consequences.

By clicking the box below, I confirm that all the work contained in this workbook is my own, and not copied from another learner or from another source and then presented as mine.

Learner Contract...

I am the person named as the learner on the cover of this workbook.

I understand that presenting the work of someone else as mine is fraud and that this is a criminal offence, with possibly serious consequences.

By clicking the box below, I confirm that all the work contained in this workbook is my own, and not copied from another learner or from another source and then presented as mine.

Assessment Tasks Introduction

An Introduction to the Tasks

The Assessment Tasks in this workbook have all been designed to help show what you have learnt and provide evidence of your abilities that map against the 'Learning Outcomes' and related 'Assessment Criteria' for this unit of your course. Your assessor will provide activities to help you learn what you need to, before guiding you to complete the Assessment Tasks in this workbook to provide 'evidence' of your learning.

Why do I need to collect evidence of my learning?

This evidence is needed to convince OCN London that you should be awarded the unit. Provided you are successful in completing the units needed, you will achieve the 'OCNLR Level 1 Award in Employability' qualification and receive a certificate that you can then use to help with job applications or to help gain a place on courses you may wish to apply for in the future.

Your Assessment Tasks will need to be completed in full before each unit can be claimed. Your assessor will assess your work and provide you with feedback. You will be told the final result after the course end date.

What happens if I don't meet the Assessment Criteria?

If the assessor assesses your work and decides you have not met the Assessment Criteria, you will be given the opportunity to try again as long as you still have time within any deadlines set by your assessor. Learning from feedback is an effective way of learning and you should not worry if your work is not successful at the very first attempt. Your assessor(s) will provide guidance on what you should do differently in the work you need to 're-submit'.

Assessment is important and you must not cheat. Copying the work of others, including from class mates, or even pretending that wording from a website is your own, is 'fraud' and potentially a criminal offence with serious consequences.

Where can I go for help?

If you are finding it difficult to complete the Assessment Tasks, please speak to your assessor. They may be able to help and provide you with additional support.

Assessment Task 1 starts on the next page.

Assessment Task 1 (AT1)

Assessment Task 1 - Plan an oral presentation

For the Assessment Tasks in this workbook, the learner needs to add some information into each shaded box.

a) Who is your audience? (AC 1.1)

Write down a few details about who your audience will be. Include some details about them, such as how many you expect, their age range, etc.

b) What are the aims of your presentation ? (AC 1.1)

Write down what you are hoping people will gain from your presentation. Think how *you* might benefit from this experience also. Write down these ideas as 'Aims'. Include at least **two** Aims. Write down the benefits you are hoping for your audience and for you.

c) Plan timings (AC 1.1)

Break down your presentation into sections and write down the time you expect to take for each section. (You can test timings out by giving 'dummy' presentation to a friend, or in front of the mirror, by yourself.) Remember the time you have for the whole presentation and amend your initial timings of different sections to ensure they add up to about this time. Write down below the different sections of your presentation as headings and put your final timings next to each. This is your presentation plan.

Assessment Task 2 starts on the next page.

Assessment Task 1 - Plan an oral presentation

a) Who is your audience? (AC 1.1)

Write down a few details about who your audience will be. Include some details about them, such as how many you expect, their age range, etc.

b) What are the aims of your presentation ? (AC 1.1)

Write down what you are hoping people will gain from your presentation. Think how *you* might benefit from this experience also. Write down these ideas as 'Aims'. Include at least **two** Aims. Write down the benefits you are hoping for your audience and for you.

c) Plan timings (AC 1.1)

Break down your presentation into sections and write down the time you expect to take for each section. (You can test timings out by giving 'dummy' presentation to a friend, or in front of the mirror, by yourself.) Remember the time you have for the whole presentation and amend your initial timings of different sections to ensure they add up to about this time. Write down below the different sections of your presentation as headings and put your final timings next to each. This is your presentation plan.

Assessment Task 2 starts on the next page.

Assessment Task 2 (AT2)

Assessment task 2 - Give a Short Presentation

For this task you will give a short presentation. Your **assessor** should observe this and then complete the observation form below, providing clear and specific examples of how you met the Assessment Criteria. Learners should leave this page blank, as it will be completed after the workbook has been submitted for assessment by your assessor.

Tutor Observation			
Please comment on the learner's presentation and provide examples of how they used appropriate techniques. (AC 2.1)			
Please confirm that a visual aid was used, and explain how this helped the presentation. (AC 2.2)			
To confirm the above comments are from the assessor, the assessor should sign their name below. In Adobe Reader (the pdf reader recommended to use with this pdf and free to download) an electronic signature can be added. (Google for instructions to do this if needed. Look for instructions that relate to the version of Adobe Reader you are using.)			
Name		Date this record was completed	
Assessor Sign here - sign digitally in Adobe Reader.			

Learners can skip this page.

It is an 'Assessor Observation Record', so the learner can go straight on to the next task... task 3 on page 16.

This page will be filled in by the tutor after the workbook is sent to them by the learner for marking.

Assessment Task 3 starts on the next page.

Assessment task 2 - Give a Short Presentation

For this task you will give a short presentation. Your **assessor** should observe this and then complete the observation form below, providing clear and specific examples of how you met the Assessment Criteria. Learners should leave this page blank, as it will be completed after the workbook has been submitted for assessment by your assessor.

Tutor Observation			
Please comment on the learner's presentation and give two examples of how they used appropriate techniques. (AC 2.1)			
Please confirm that a visual aid was used, and explain how this helped the presentation (AC 2.2)			
To confirm the above comments are from the assessor, the assessor should sign their name below. In Adobe Reader (the pdf reader recommended to use with this pdf and free to download) an electronic signature can be added. (Google for instructions to do this if needed. Look for instructions that relate to the version of Adobe Reader you are using.)			
Name		Date this record was completed	
Assessor Sign here - sign digitally in Adobe Reader.			

Assessment Task 3 starts on the next page.

Assessment Task 3 (AT3)

task 3

Assessment Task 3 - Give and Receive Constructive Feedback

a) Give constructive feedback to others about their presentation? (AC 3.1)	
Write down a few comments about a presentation given by someone else. Say something that came across well. Also make a comment about something you think could be improved. To meet the Assessment Criteria, your comments need to be helpful to this person and written in a way that is not likely to offend them.	
b) Respond constructively to feedback given to you about your presentation? (AC 3.2)	
Show you have learnt from other peoples' feedback by writing down how you could change on aspects of your presentation, if you were to give it again to a similar audience.	
1	
2	

This is the end of the Workbook for this unit.
 When all three assessment tasks are completed, you need to submit this workbook to your assessor for assessment.

Assessment Task 3 - Give and Receive Constructive Feedback

a) Give constructive feedback to others about their presentation? (AC 3.1)

Write down a few comments about a presentation given by someone else. Say something that came across well. Also make a comment about something you think could be improved. To meet the Assessment Criteria, your comments need to be helpful to this person and written in a way that is not likely to offend them.

--

b) Respond constructively to feedback given to you about your presentation ? (AC 3.2)

Show you have learnt from other people's feedback by writing down how you could change **two** aspects of your presentation, if you were to give it again to a similar audience.

1	
2	

This is the end of the Workbook for this unit.

When all three assessment tasks are completed, you need to submit this workbook to your assessor for assessment.

Notes

NOTES

Notes

For general use. Writing in this page is optional and not required.

Notes

This page is for optional use - in case it is useful. For example the learner may wish to leave a note for the assessor, or the assessor may wish to leave a note feeding back to the learner, or reply to the learner's note.

NOTES

about this publication...

about this publication

Content for this series of workbooks was developed by staff at OCN London from initial work by Aileen Shrimpton, of 'The Skills Collective'. The OCN London team would like to thank her for this and also for her support and ideas during the development of the format.

This publication was first published in December 2015 and is one of a series of workbooks and assessment guides that are now being developed relating to OCN London accredited 'off the shelf' courses and qualifications.

This document is an electronic version designed to be used on desktops, laptops, tablets or smartphones, without requiring the printing of any paper resources.

OCN London will consider producing 'branded' workbooks for centres, and can be commissioned to produce new workbooks using the format conventions used here. For related enquiries do contact the Product Development Team at OCN London.

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