

US 1307 v8

Observer's Checklist

Presentation

Presentation Checklist		
Evidence Requirements	✓	Examples (must be completed)
The candidate explained the purpose of the presentation to the audience either before or during the presentation.		Please explain how the candidate did this and write down what they said.
The candidate's presentation was consistent with the explained purpose.		Please provide an example of how the candidate's presentation was consistent with the purpose.
The candidate's presentation was appropriate to the audience.		Please provide an example of how that candidate's presentation was appropriate to the given audience.

<p>If the candidate used visual aids or demonstrations, they complimented the presentation in a clear way.</p>	<p>Please provide an example of this. <i>You must also attach a copy of the candidate's visual aid (or a photo of it/them) to the assessment.</i></p>
<p>The candidate's presentation was structured in a way that was easy to follow and fit the situation.</p>	<p>Please outline how the candidate structured their presentation.</p>
<p>The length of the presentation was over five minutes.</p>	<p>Please state the length of the candidate's presentation.</p>
<p>The candidate used the following delivery components to ensure that the presentation matched the situation, content and audience:</p>	
<p>Pace</p>	<p>Please provide an example of how the candidate used the pace of their speech and presentation to fit the situation, content and audience.</p>

Volume	Please provide an example of how the candidate used the volume of their voice to fit the situation, content and audience.
Pitch	Please provide an example of how the candidate used the pitch of their voice to fit the situation, content and audience.
Posture/movement	Please provide an example of how the candidate used their body posture and movement to fit the situation, content and audience.
Gestures	Please provide an example of how the candidate used gestures to fit the situation, content and audience.

Eye contact	Please provide an example of how the candidate used good eye contact to fit the situation, content and audience.
Facial expression	Please provide an example of how the candidate used their facial expressions to fit the situation, content and audience.
Personal presentation	Please provide an example of how the candidate's personal presentation fit the situation, content and audience.

Observer's Attestation:

The candidate's performance and knowledge is at a sufficient level to pass this observation. The observation was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent. The observation was conducted over a period or at least five days.

Name:	Click here to enter text.	Signature:	X _____
Date:	Click here to enter a date.		