

Title	Deliver an oral presentation to an audience		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to prepare and deliver an oral presentation to an audience.
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Classification	Communication Skills > Interpersonal Communications
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Available Grade	Achieved
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Explanatory notes

- 1 People must be assessed against this unit standard in a real-life context using naturally occurring evidence or in simulated conditions that demand performance equivalent to that required in the real-life context.
- 2 For assessment, the candidate must deliver a presentation of at least 10 minutes to an audience of at least three people.
- 3 An audiovisual recording of the presentation is required as evidence.
- 4 For participants from the deaf community, New Zealand Sign Language (NZSL) may be used between signing individuals and a signing group in order to demonstrate the requirements for this unit standard. A sign language interpreter must not be used in a group where all participants are using NZSL.

For mixed groups of hearing and deaf participants, an interpreter may be used to interpret spoken and signed language only when NZSL users are interacting with hearing participants.

Outcomes and evidence requirements

Outcome 1

Prepare an oral presentation.

Evidence requirements

- 1.1 The purpose of the presentation is defined and explained.
- 1.2 Characteristics of the anticipated audience are analysed and these characteristics are accommodated when developing the presentation.

Range	characteristics may include but are not limited to – knowledge, age, gender, interest, cultural background, expectations, experience; evidence of four is required.
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- 1.3 Information to support the presentation is researched and developed to fit the purpose of the presentation.
- 1.4 The content is structured to facilitate the smooth transition between the main points, and aids comprehension of the information.

Outcome 2

Deliver an oral presentation to an audience.

Evidence requirements

- 2.1 Language is appropriate to the purpose, audience, and context of the presentation.
- 2.2 Delivery is appropriate to the purpose, audience, and context of the presentation.
- Range delivery includes – pace, volume, pitch, posture, movement, gesture, eye contact, facial expression, personal presentation, timing, fluent transition between the main points;
delivery may include but is not limited to – use of visual aids.
- 2.3 Any use of notes and/or personal mannerisms does not detract from the presentation.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last date for Assessment
Registration	1	28 February 1997	31 December 2012
Revision	2	8 June 1999	31 December 2012
Revision	3	22 January 2003	31 December 2012
Review	4	25 July 2006	31 December 2013
Review	5	17 November 2011	31 December 2017
Review	6	18 June 2015	31 December 2020
Review	7	16 February 2017	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.