# Summative Exercise S2

## Instructions

1. Use the action plan you have compiled in Individual Formative 3B.
2. Prepare a presentation to your management team on how you will address the ‘moments of misery’.
3. Please include the following documents for assessment:

* A copy of your presentation, at least 5 slides.
* At least 3 evaluation forms completed by your management team (friends who act as management team – see checklist on the next page)

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| **CHECKLIST: DELIVERING A PRESENTATION**  **Learner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **CRITERIA** | **YES** | **NO** |
| 1. Content of the material presented was appropriate to the topic:    1. Did the presenter do appropriate research?    2. Did the presenter have appropriate knowledge on the subject presented    3. Facts were logically ordered and explained |  |  |
| 1. The delivery of the presentation was done well:    1. Was the presenter enthusiastic about the topic    2. Did he/she engage the audience    3. Did he/she handle questions appropriately    4. Did he/she speak clearly    5. Were the visual aids used appropriate |  |  |
| 1. The slide show quality was appropriate for purpose:    1. The slide show covered all the content    2. Verbal presentation complemented the slide show    3. Outlay of slides were easy to understand |  |  |
| 1. Non-verbal behaviour was appropriate:    1. Positive body language    2. Eye contact, use of hands etc.    3. Appropriate personal presentation and appearance |  |  |

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| Comments/General feedback to presenter: |

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| **First Attempt** | | **Second Attempt** | | **Third Attempt** | |
| Competent | Not Yet Competent | Competent | Not Yet Competent | Competent | Not Yet Competent |
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