

# OFFICIAL

## Unit Outline: NAT10937006 Present at academic or professional seminars

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes of the unit	Performance criteria describe the performance needed to demonstrate achievement of the element.
<b>1 Present at seminars</b>	1.1 Establish content and purpose of presentation to meet task requirements
	1.2 Deliver presentation with clarity and cohesion expressing opinions supported by evidence and examples
	1.3 Maintain fluency of discourse using highly complex vocabulary suitable for purpose and audience
	1.4 Use pronunciation features to aid audience comprehension
	1.5 Demonstrate use of non-verbal communication and cues to convey meaning
	1.6 Use presentation aids and technology to support target audience understanding of key concepts and ideas
	1.7 Initiate and moderate discussion with participants using language and expressions appropriate to the genre and audience
	1.8 Conclude the presentation by summarising main points and drawing key conclusions to facilitate audience understanding
<b>2 Respond effectively in seminars</b>	2.1 Provide opportunities for the audience to seek clarification on key concepts and ideas and adjust presentation to meet audience needs
	2.2 Respond to audience questions and clarify or elaborate where necessary using fluent and accurate language to ensure presentation objectives are achieved
	2.3 Summarise audience questions and responses in a clear and cohesive manner to finalise presentation
<b>3. Review seminar presentation</b>	3.1 Draw on feedback from the audience to review success in meeting the identified purpose of presentation
	3.2 Make changes to presentation based on feedback received to improve future presentations

### **PERFORMANCE EVIDENCE**

The learner must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit.

There must be demonstrated evidence that the learner has completed the following tasks:

- delivered at least two seminar presentations

In the course of the above, the learner must have:

- used aids and technology to support the presentation
- reviewed effectiveness of presentation and own performance to identify areas for improvement
- used language suitable for the identified exit language level
- used appropriate paralinguistic skills to convey meaning

### **KNOWLEDGE EVIDENCE**

The learner must be able to demonstrate the essential knowledge required to effectively do the task outlined in the elements and performance criteria of this unit.

This includes knowledge of:

- features of academic or professional presentations including:
  - o introductory and closing statements
  - o discourse markers
  - o clarifying techniques
  - o use of paralinguistic features
  - o use of visual aids and support materials
  - o time management
- common presentation tools and methods
- technology that can be used for presentations
- academic referencing conventions