

Methodological tool: Present your product!

Number of methodological Tool	EUPA_LO_044_M_001
Work Area Code and Title	WA3: Communication and social, telephone handling, code of conduct, equal opportunities and relationships
Unit Code and Title	3.2. Use appropriate social and business communication skills for selected audiences and intended outcomes
Learning Outcome Number and Title	LO044. Demonstrate the ability to make effective oral presentations using agreed principles that include the use of body language and tone of voice; recommend improvements to these principles for presenting information and ideas
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Deliver an oral presentation 2. Use the appropriate non-verbal communication during a presentation
Approximate Time needed for the completion of this exercise	30 min.
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Divide the learners into two groups. Those who will be presenting their products and those who will act as the audience/judges. 2. Have the presenters choose one product each for presenting to the audience. 3. Brief the audience that they should be giving both positive and negative feedback to the presenters (e.g. hints such as yawning, leaning back, hands on cheek, smiling, etc.) depending on their presentation skills and the do's and don't's

	<p>presented earlier in the unit.</p> <ol style="list-style-type: none">4. Then, the presentations are being delivered, one at a time.5. After that, discussion follows in order for both the presenters and the audience to reflect on what they did right, wrong, on ways to improve, etc.
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	It is preferable that the product the presenters choose is something at hand, e.g. a pen, a marker, a flipchart, a laptop, a notepad/book, so that they can also show it to the audience, to make their presentation more interesting.

