Activity sheet 2: Presenting my EPQ   
pilot idea

Future skills: Powerful influencer

Employability skills: Preparing to present in the workplace

When you are a powerful influencer, you need to be able to structure a speech to convey an argument. Being able to influence others will help you to progress and be effective at work. The structure of the speech is important and so is the delivery itself.

This activity will help you to think about the presentation skills that will enable you to be most effective and to achieve success.

Task 1 What do effective presentations look like?

To develop your thinking about what is a good presentation, start by watching some online speeches. For example, you could access some TEDx Talks: see [www.ted.com/watch/tedx-talks](http://www.ted.com/watch/tedx-talks).

Watch three presentations. For each one, answer these questions:

* What worked well?
* How could it be improved?
* Which themes worked well?
* Which themes worked less well?

Task 2 My view of giving presentations

Complete the self-assessment table below on giving presentations. It will help you to understand your own skills and confidence levels.

|  |  |  |
| --- | --- | --- |
| Statement | Response | Explanation |
| I really enjoy giving presentations. | Yes / No |  |
| I find it easy to structure a presentation. | Yes / No |  |
| I am calm in a crisis. | Yes / No |  |
| Working under pressure doesn’t bother me. | Yes / No |  |
| I am anxious if I don’t know when it is going to be my turn. | Yes / No |  |
| I am keen to receive feedback on ways I can improve my performance in presentations. | Yes / No |  |
| I am happy to use IT in presentations. | Yes / No |  |
| I enjoy improving my skills. | Yes / No |  |

Task 3 Personal presentation: SWOT

Use your answers from Tasks 1 and 2 to complete the SWOT (**S**trengths, **W**eaknesses, **O**pportunities and **T**hreats) analysis below, to analyse your own performance when giving a presentation. As you complete the SWOT analysis, think about how you can be effective when presenting to an audience.

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| Opportunities | Threats |

Task 4 Reflection

Note down how you are going to use the information from the tasks to help you present your pilot EPQ idea.

When you have given your presentation, review your performance. Consider areas that worked well and how you could improve for the future.