



Foundation Skills

Assessment Guide



FSKOCM005 Use oral communication skills for effective workplace presentations

Instructions to Assessor

- Each task needs to be completed independently
- The Marking Criteria specifies the demonstration of skill and knowledge required for each task

Elements & PC:	Evidence of the ability to:	Knowledge of:	
1.1, 1.2	<ul style="list-style-type: none"> • Gather information to draft a presentation 	<ul style="list-style-type: none"> • Target audience and purpose of presentation 	Task 1
2.1, 2.2, 2.3	<ul style="list-style-type: none"> • Gather resources to support oral presentation 	<ul style="list-style-type: none"> • Ability to identify correct resources for oral presentation 	Task 2
2.1, 2.2, 2.3 3.1, 3.2	<ul style="list-style-type: none"> • Design a feedback form and practice presentation for feedback 	<ul style="list-style-type: none"> • Importance of oral presentation and feedback to improve 	Task 3
3.1, 3.2	<ul style="list-style-type: none"> • Present an oral presentation • Seek feedback about own performance in negotiations and critically analyse 	<ul style="list-style-type: none"> • Importance of clear communication skills when speaking • How to seek feedback and improve negotiations 	Task 4

Evidence must be collected using presentations typically found in the workplace.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

Reading and Writing

Task 1: Planning to draft

Work health and safety is important in all workplaces – regardless of where you work.

You are the Office Manager for Centre Management at a retail centre in a small regional town. You have decided that it is important that all managers in all retail outlets are reminded of the importance of work health and safety.

For this task, you initially want to remind everyone about the cleanliness of their shops eg. Boxes and products are not left in aisles, litter is picked up from the shop floor and any chords from electrical equipment are safely tied down to avoid a tripping hazard.

Using these three points, draft a presentation identifying the following:

1. Who your target audience is
2. What points you need to raise
3. Examples of why these points are important
4. Some possible solutions to avoid these points causing accidents.

Answer: answers should include target audience is shop managers; the three points listed above; examples may include tripping, falling, slipping and solutions may be to allocate one personnel in each shop the responsibility of ensuring that all areas are clear.



Marking Criteria:	Select criteria
<p>Reading:</p> <ul style="list-style-type: none">. gathers information relevant to the presentation. uses information to compile language. gathers WHS information relevant to target audience <p>Writing</p> <ul style="list-style-type: none">. drafts a presentation identifying target audience and key points to be raised. writes a draft using information gathered from different sources	

Writing

Task 2: Resources for presentation

In Task 1, you were to draft a presentation. Now it is important that you think of the manner in which you are going to do that presentation. Using the internet, list some different types of support resources you may use:

List them here (at least three)

1. _____
2. _____
3. _____

Now you have identified the resources, which resource/s will you choose.

Now you have decided your resource, take your draft written presentation and design it into the chosen resource. Attach a copy here.

Once you have drafted this written version of your presentation, ask another person to provide feedback on any points you may have left out or how you could improve. Attach the feedback here.

Answer: Resources may include overhead projector; ipad; PowerPoint; excel spreadsheet. The chosen resource will differ however the student must provide a copy. The student must attach the feedback to this task also.

Marking Criteria:	Select criteria
<p>Writing</p> <ul style="list-style-type: none">. drafts a presentation identifying target audience and key points to be raised. writes a draft using information gathered from different sources	

Final Recording Form

Candidate name:.....

Trainer/Assessor:.....

Course: Foundation Skills

Code	Foundation Skill – ACSF Level 3	Completed	Date
FSKOCCM005 Use oral communication skills for effective workplace presentations	Reading and Writing	Task 1	
	Writing	Task 2	
	Writing and Speaking	Task 3	
	Speaking	Task 4	

Signed: (Candidate) Date:.....

Signed:..... (Assessor) Date:.....