

Centre Name: _____ Centre Number:

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Candidate Name: _____ Candidate Number:

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Key Skills Unit: **Communication** Key Skills Level: **3**

Component C3.1b Make a formal presentation of at least eight minutes using an image or other support material.

Additional Evidence Included: _____

Location of Evidence: _____

Subject and Purpose of Talk: _____

Did the Candidate:	Yes / No	Examples of HOW the candidate did this
C3.1b.1 Speak clearly and adapt their style of presentation to suit their purpose, subject, audience and situation	<input type="checkbox"/> <input type="checkbox"/>	
C3.1b.2 Structure what they said to progress logically through each stage of their presentation	<input type="checkbox"/> <input type="checkbox"/>	
C3.1b.3 Use an image or other material to support or enhance what they said <i>*This is a requirement for Presentations at Level 3.</i>	<input type="checkbox"/> <input type="checkbox"/>	

ASSESSOR'S DECLARATION: I confirm that the details above are correct and that the evidence submitted is the candidate's own work and the candidate meets all requirements for certification for this Key Skill.

Assessor's Name: _____ Candidate's name: _____

Assessor's Signature: _____ Candidate's signature: _____

Date: _____ Date: _____