BTEC ICT: Level 3 | Task 5 – PowerPoint Evaluation | By: Ben Renton

I found after completing my presentation on barriers of communication that there were some improvements that could’ve been made however the overall rating was good. Firstly from feedback I found that some clients found it hard to hear me. This is a vital improvement that needs to be made. To fix this in my future presentations I will tend to project my voice at the audience rather than in a random direction. I also found that some parts of the presentation started to go of topic; this is more a presentational error more that how it was presented. Still to fix this I would look through each point I was making and make sure it can be linked back to the presentations topic. I also found in parts of the presentation I slipped/made error with speech etc. This is mainly to do with the preparation of the presentation. If I was more prepared for the presentation then less error would’ve been made with speech etc. If I was also to redo the presentation I would edit slides so they were short points then explain with speech what I mean by this as this is quicker and more entertaining than reading from slide to slide. I last of all found that the presentation started to get boring after the first five minutes. By keeping my audience engaged this would have fixed this by asking them questions for example or giving them items. These four things are the main things that were needed to be corrected and were found on most of the feedback sheets.

However there are some good things that were seen on the feedback sheets. For example many said my posture was very good and how I was fairly active during the presentation I was not stationary I moved around which is a technique in keeping the audience engaged. Many also said I was concentrated and not distracted by background noise etc. Also they liked the rhetorical questions that where put in purposely to keep them engaged (making them think). If clients where in a real presentation I would have asked them to take notes this would have kept them fully engaged/aware throughout the PowerPoint. All found that the grammar and spelling was correct throughout the PowerPoint and no mistakes were made. This showed that time and effort was put into the presentations and clients gave this back when listening to the presentation. Overall, the feedback showed me that there were some things that needed to be improved but the main outcome was good and also showed that the ‘Development Plan’ linked well with this. Development in ‘Improving my presentation skills’ had defiantly hindered me during the presentation. Again I was very pleased with the feedback from my clients that listened to my presentation and have learnt a lot about my good and bad assets.

I found doing this task very enjoyable mainly because it allowed skills to be used in PowerPoint and real presentation skills. This was also a confidence booster because it showed that I was able to present in front of clients not just friend and family which I did during my development.