

Section 1

#1: "STEP1: Discuss the topic and task"

Strengths:

- You've identified an important first step that helps group members understand what they need to do
- The bullet point about reading instructions carefully is practical advice

Unclear Purpose → Your section mentions "do not go off track," but you haven't explained what could happen if the group goes off track or why staying focused matters for the final presentation. When you write advice, your readers need to understand both what to do and why it helps them succeed.

Exemplar: "Focus your discussion on understanding the task requirements and how you'll approach the topic together. Staying on track ensures everyone shares the same understanding before dividing the work."

#2: "STEP4: join all your masterpieces together and add some final touches and tweaks"

Strengths:

- You recognise that combining everyone's work is a separate, important step
- The phrase "masterpieces" shows enthusiasm for the group's efforts

Vague Instructions → The phrase "add some final touches and tweaks" doesn't tell your readers what they should actually do. What does "elaborate enough" mean? You need to explain specific actions, like checking that information flows smoothly between sections or ensuring everyone's parts use similar language and formatting.

Exemplar: "Combine all sections and review the whole presentation together. Check that ideas connect smoothly from one person's part to the next, and make sure your formatting stays consistent throughout."

#3: "STEP7: Present with confident"

Strengths:

- You emphasise the importance of confidence, which helps presenters feel prepared
- Mentioning teamwork shows you understand presentations involve supporting each other

Missing Details → While you mention showing teamwork and supporting each other, you haven't explained how group members can actually do this during the presentation. Your advice would be stronger if you described specific ways to demonstrate confidence and support, such as listening attentively when others speak or using encouraging body language.

Exemplar: *"Present with confidence by speaking clearly and standing tall. Support your teammates by listening carefully during their sections and using positive body language, like nodding or smiling, to show you're engaged."*

■ Your advice sheet covers the basic structure of preparing for group presentations, moving logically from planning to presenting. However, your content needs more depth to truly help students succeed. Many of your steps mention what to do but don't explain how or why, which leaves readers without the practical guidance they need. For instance, Step 3 tells students to "use all resource to create best presentation," but it doesn't specify which resources might help or how to evaluate if they're using them effectively.

Your tips section at the end adds helpful details about presenting, which shows you understand the value of specific advice. Try bringing this same level of detail into your main steps. Instead of saying "make sure your work is elaborate enough," you could explain what makes work elaborate—perhaps including examples, clear explanations, or supporting details. Additionally, some steps could be combined or expanded. Steps 4 and 5 both deal with finalising the presentation and might work better as one comprehensive step about bringing everything together visually and checking for quality.

Your language stays simple and accessible, which suits your audience well. However, you've used some phrases that need improvement. "Do all your jobs" sounds demanding rather than encouraging—try "Complete your assigned tasks" instead. Also, several bullet points begin without capital letters, which makes your writing appear less polished. Focus on making each step answer these questions: What exactly should we do? How do we do it? Why does it matter? When you provide this level of detail throughout your advice sheet, your readers will feel confident and prepared to succeed in their group presentations.

Overall Score: 37/50

Section 2

HOW TO PREPARE FOR A GROUP PRESENTATION

STEP 1: Discuss the topic and task #1 💡 ~~only~~ [Only] discuss the topic and do not go off track, [-]
Read instruction [instructions] carefully, [.]

STEP 2: Share the work amongst each other depending on their passion and ability 💡 ~~make~~ [Make] sure you share the responsibilities and roles to everyone [equally.]

STEP 3: Do all your jobs and set deadlines 💡 ~~make~~ [Make] the most of your free time and avoid wasting any of it. Use all ~~resource~~ [resources] to create ~~best~~ [the best] presentation. Keep ~~idea~~ [ideas] clear and relevant.

STEP 4: ~~join~~ [Join] all your masterpieces together and add some final touches and tweaks #2 💡 ~~make~~ [Make] sure your work is elaborate enough[.]

STEP 5: Create ~~visual~~ [a visual] presentation. 💡 ~~use~~ [Use] visual aids such as artworks, slideshows [and] posters etc[.]

STEP 6: Practise as a group. 💡 ~~check~~ [Check] time and ~~transition~~ [transitions] with ~~presentation~~ [the presentation] and presenters.

STEP 7: Present with ~~confident~~ [confidence] #3 💡 ~~support~~ [Support] each ~~other's~~ [other] during ~~presentation~~ [the presentation]. Show your ~~team work~~ [teamwork]:[.]

Some tips:

1. Make eye contact with your audience
2. If you are memorising your speech and you accidentally stumble in the actual speech, just improvise [instead.]
3. Stay calm and ~~not tightened~~ [don't tense] up in front of your audience