

Section 1

#1: Step 1 (Planning paragraph)

Strengths:

- You've identified that planning helps prevent arguments about roles, which shows you understand group dynamics
- You recognise that planning makes the work more efficient

Repetitive Phrasing → Your paragraph uses the phrase "if you have a plan" and "if you don't have a plan" several times, which makes the writing feel circular. You've also repeated the word "presentation" seven times in one paragraph. This repetition makes your ideas harder to follow because readers get distracted by seeing the same words over and over. Try using different words like "project," "task," or "it" to refer back to the presentation without repeating yourself.

Exemplar: *Planning helps you organise your ideas and decide who does what. This prevents arguments and makes the work flow smoothly, so you won't need to redo sections later.*

#2: Step 2 (Avoiding distractions)

Strengths:

- You've correctly identified that focus matters when creating presentations
- You explain why distractions are problematic

Underdeveloped Content → This paragraph only tells readers to avoid distractions, but it doesn't explain *how* to do this or *what* specific distractions to watch out for. Your readers need concrete examples and practical strategies. What kinds of things distract students during group work? Should they turn off phones, find a quiet room, or set time limits on breaks? Without these details, your advice feels vague and doesn't give readers actionable steps they can actually follow.

Exemplar: *Remove distractions by finding a quiet workspace, turning off your phone notifications, and closing unnecessary tabs on your computer. Let your family know you need uninterrupted time, and agree with your group to stay focused during work sessions.*

#3: Step 4 (Practice and feedback)

Strengths:

- You've included the important step of practising, which many people forget
- You mention both individual and group practice, showing you understand different practice methods

Run-on Sentences → Your sentences are extremely long and contain too many ideas joined together. For example, one sentence says "This part is an unskippable part as when you practice your part more you get more confident to speak and can sometimes even spot mistakes if you practice and pay attention to what you're reading." This sentence tries to explain three different benefits of practising all at once, making it exhausting to read. Readers need to pause and breathe between ideas. Breaking longer sentences into shorter ones helps each point stand out clearly.

Exemplar: *Practise your section multiple times on your own. This builds your confidence and helps you spot mistakes. Then, rehearse as a group and give each other suggestions for improvement.*

■ Your advice sheet shows you understand the basic steps for preparing group presentations. You've correctly identified important elements like planning, gathering information, and practising. Your introduction and conclusion frame the piece nicely, giving readers a clear beginning and end. However, your writing would benefit significantly from more specific, detailed explanations.

Right now, many of your steps tell readers *what* to do but not *how* to do it. For instance, in Step 2, you say to avoid distractions, but what does that actually look like? Does it mean working in the library instead of at home? Should group members put their phones in a different room? Adding these concrete details would transform your advice from general statements into truly helpful guidance.

Additionally, your sentences need attention. Many run too long, cramming multiple ideas together without proper punctuation or breaks. This makes your writing harder to follow. Focus on expressing

one clear idea per sentence. Also, watch out for word repetition—using varied vocabulary will make your writing more engaging and professional.

Your Step 3 about gathering information could be strengthened with examples of *where* to find reliable information or *how much* research is appropriate. Your Step 4 is one of your strongest sections because it explains both what to do and why it matters, but even this could benefit from shorter sentences. Consider adding a step about what to do on presentation day itself, since your title promises to show "all the steps" but currently focuses only on preparation beforehand. Overall, focus on adding specific examples, breaking up long sentences, and developing each point more thoroughly.

Overall Score: 39/50

Section 2

How To ~~Prepare~~ [Prepare] For A Group Presentation

Today, I will be showing you all the steps you need to ~~prepare~~ [follow to prepare] for a group presentation:

~~#1 Step 1:~~ [Step 1: Create a Plan]

~~You must have a plan ready because you need a plan of what you are going to do and how to make it better so when you actually do the presentation you have to go back redo and redo. [You must create a plan before starting your presentation. A plan helps you organise your ideas and prevents you from having to redo work later.] If you have a plan it can be much easier than straight-up doing the presentation as you already have a plan of what you are going to do and where to put stuff but if you don't have a plan then you will have to think while you do the presentation which makes it slower and less efficient. [Planning makes the process more efficient because you already know what content to include and where to place it. Without a plan, you'll waste time making decisions whilst creating your slides, which slows down your progress.] Planning can also help with what job people have [assigning roles] as people already know what job they have, while if you don't plan then [will understand their responsibilities clearly. Without planning,] people [group members] can start fighting over one job [the same role].~~

#2 ~~Step 2:~~ [Step 2: Eliminate Distractions]

You must ~~make sure~~ [ensure] that nothing around you can distract you from the presentation. This is very important because when you are making a presentation ~~you have to be~~ [, **you must remain**] very ~~focused on it~~ [completely focused] so you can make it the best you and your group can ~~make the presentation and not getting distracted~~ [produce. Maintaining focus] is a very [absolutely] crucial part [to producing quality work].

#3 ~~Step 3:~~ [Step 3: Gather Comprehensive Information]

You ~~have to make sure~~ [must ensure] that you have all the information you need because if you ~~don't~~ then your [lack sufficient research, your] presentation will not be ~~that good~~ [effective] because you need evidence and facts to support ~~what your presentation is talking about~~ [your main points]. This is ~~also a major thing~~ [essential] in presentations because when you ~~do~~ [deliver] a presentation it ~~basically means that~~ [,] you are presenting your research to ~~whoever you're presenting to~~ [your audience] so [, which means] you will need ~~lots of~~ [substantial] information and research.

#4 ~~Step 4:~~ [Step 4: Practise and Seek Feedback]

This step is a very important part [crucial if] you ~~have to do if you~~ want your work to be very superior [of the highest quality]. This step is to practice [You should practise] your part and as a group then give [individually, then rehearse as a group and provide] feedback. This part is an unskippable part as when you practice your part more you get more confident to speak and can sometimes even spot mistakes if you practice and pay attention to what you're reading. [This step cannot be skipped. Repeated practice builds your confidence and helps you identify mistakes in your content or delivery.] Then when you finish practicing as a group and by yourself your [After both individual and group rehearsals, your] group members can give feedback to [on] what you can do to improve how or what you are reading this way when you are done and are presenting [your delivery. This way, when you present to your audience,] you will know how to read [speak confidently and] it and sound professional.

Hopefully, you learned something new today about how to improve your presentation and prepare for one. Remember to always read over your work to check for mistakes, it [~~—this~~] will help you make your presentation better. Bye!