

Section 1

#1: "Get prepared" section

Strengths:

- You've included practical first steps like opening your laptop and using photos or Google to gather ideas
- Your writing shows you understand that preparation involves collecting visual and research materials

Vague Instructions → Your steps don't clearly explain *why* sitting at your desk helps with research, or *how* to choose which photos or Google searches are useful for a presentation. When you say "explore your best photo," what makes a photo "best" for a group presentation? The connection between these actions and preparing a presentation isn't clear to your reader.

Exemplar: *Before beginning your research, set up a comfortable workspace at your desk where you can focus without distractions. Search for images and information that directly relate to your chosen topic, selecting visuals that will help explain your main ideas to the audience.*

#2: "Choosing a topic" section

Strengths:

- You recognise the importance of narrowing down multiple ideas to one focused topic
- You mention studying the topic thoroughly before presenting

Lack of Helpful Details → You tell readers to "summarise all your ideas up and choose one idea only" but you don't explain *how* to decide which idea is best. What should someone think about when choosing? Should they pick the most interesting topic, the one they know most about, or the one their group needs? Your instruction to "know everything that you should know" is too broad and doesn't give practical steps for learning about the topic.

Exemplar: *Review all your possible topics and choose one that interests you and fits your presentation time limit. Consider which topic you can explain most clearly and which will engage your audience. Once chosen, make notes about the key facts, examples, and important points you'll need to include in your presentation.*

#3: "Practicing" section

Strengths:

- You emphasise that practising is important before presenting
- You mention specific techniques like emphasising key words

Missing Structure and Purpose → When you say "practice a lot to ensure that it would not go bad and is normal," you haven't explained *how* to practise effectively. Should someone practise in front of a mirror, record themselves, or present to family members? Your mention of "exaggeration" might confuse readers because exaggerating facts in a presentation can make information incorrect. The connection between practising and improving isn't clearly explained.

Exemplar: *Practise your presentation multiple times by reading it aloud to yourself or to family members. Time yourself to ensure you're not speaking too quickly or slowly. As you practise, focus on speaking clearly, making eye contact with your imagined audience, and emphasising the most important words to help your listeners understand your main points.*

■ Your writing shows you understand the basic steps involved in creating and delivering a group presentation, which is a good foundation. However, your advice sheet would benefit from explaining *why* each step matters and *how* to complete each task successfully. For example, in your "Get prepared" section, you could explain that choosing relevant images helps your audience visualise your ideas, and searching on Google allows you to find accurate facts to support your points.

Additionally, your instructions would be clearer if you connected each step to the goal of creating an effective presentation. When you write "Then study the topic, and know everything that you should know," try breaking this down into smaller actions: What does studying look like? Should you make notes? Should you find three main facts? Should you think of examples? Your "Preparing to write" section has good ideas about brainstorming and using key words, but you could strengthen it by

explaining what key words are (important terms that capture your main ideas) and showing how they help organise your presentation.

Your "Present in front of a group" section mentions excellent techniques like eye contact, volume, and pace, but it would help your readers if you explained *why* these techniques work. For instance, you could note that eye contact helps you connect with your audience and shows confidence, while varying your pace keeps listeners interested. Also, your suggestion to "make your audience emotional" might not fit all presentation topics—some presentations need to inform rather than create emotion. Consider revising this to focus on keeping your audience engaged and interested instead.

Overall Score: 39/50

Section 2

How to ~~present~~ [Present] a ~~group presentation~~ [Group Presentation]

~~Get prepared~~ [Get Prepared] #1

- ~~Go to your desk then sit on the chair nearest to your desk this way you are well prepared for the~~
~~research~~ [Before beginning your research, set up a comfortable workspace at your desk where you can focus without distractions.]
- ~~Open up your laptop then go to photos or google, on photos explore your best photo then add~~
~~the idea in your presentation, on google you can search for what you like then add this in your~~
~~presentation~~ [Open your laptop and search for images and information that directly relate to your chosen topic. Select visuals and facts that will help explain your main ideas to the audience, ensuring they support the points you plan to make in your presentation.]

Choosing a ~~topic~~ [Topic] #2

- ~~Summarise all your ideas up and choose one idea only that idea is the one that you will be~~
~~presenting to the group~~ [Review all your possible topics and choose one that interests you and fits your presentation time limit. Consider which topic you can explain most clearly and which will engage your audience.]

- ~~Then study the topic, and know everything that you should know to present to the group~~
[Once you've chosen your topic, research it thoroughly by making notes about the key facts, examples, and important points you'll need to include in your presentation.]

Preparing to write [Write]

- ~~Get a paper (if you need more than 1 piece of paper get another one) from somewhere in your house~~ [Gather several pieces of paper from your home for planning your presentation.]
- ~~Use the piece of paper for brainstorming ideas, introduction, complication, orientation and lots more. Then write key words to support your idea on the paper~~ [Use one piece of paper for brainstorming the structure of your presentation, including your introduction, main points, and conclusion. Write down key words (important terms that capture your main ideas) to support each section.]
- ~~Get another piece of paper and start writing (remember your brainstorming and key words) use them in your text to improve it.~~ [Take a fresh piece of paper and write your full presentation script, using your brainstorming notes and key words to organise your ideas clearly and logically.]

Practicing [Practising] #3

- ~~one important thing is that before you present your presentation you need to practice a lot to ensure that it would not go bad and is normal~~ [One important step is to practise your presentation multiple times before delivering it to your group. Practise by reading it aloud to yourself or to family members, timing yourself to ensure you're speaking at an appropriate pace.]
- ~~If you have more time try to add some exaggeration, emphasising words (like key words) and more, this is how you can improve your writing better if you have time.~~ [If you have extra time, focus on emphasising important words and varying your tone to keep your audience engaged and help them understand your main points more clearly.]

Present in front of [Front of] a group [Group]

- ~~to complete this get yourself a table and place your paper on the table (not the brainstorming one)~~ [To complete your presentation, arrange a table in front of you and place your final presentation script on it (not your brainstorming notes).]
- ~~Remember use eye contact, volume, pace, and make your audience emotional by emphasising important words and use techniques~~ [Remember to use eye contact to connect with your

audience, speak at an appropriate volume so everyone can hear you, maintain a steady pace, and emphasise important words to help your listeners understand your key points.]

- ~~When it is your turn use these techniques present AND HAVE FUN!!!~~ [When it's your turn, use these techniques to present confidently, and remember to enjoy the experience of sharing your ideas with your group!]