

Section 1

#1: "Assign Roles" section

Strengths:

- Your writing clearly breaks down the role assignment into two helpful parts (deciding who covers what and writing down tasks)
- The practical tip about ticking off each person's job helps groups stay organised

Unclear Purpose Statements → The phrases "Identify the strengths and weaknesses of each participant" and "Confirm and tick every person's job to cement decisions" don't explain *why* these actions matter for the presentation. When you write "cement decisions," readers might wonder how ticking a box actually helps the group work better together. Adding a clearer benefit would help readers understand the point of each step.

Exemplar: *Identify each person's strengths and interests so you can match tasks to the right team members or Write down everyone's tasks so no one forgets what they're responsible for*

#2: "Practice Transitions" section

Strengths:

- You include a helpful example of what a handover line sounds like, which makes the advice concrete
- The focus on rehearsing until transitions feel natural shows good understanding of presentation skills

Vague Reasoning → Phrases like "Increase flow between peoples' points" and "Provide confidence in speaking and understanding" tell readers what will happen but not how it happens. When you say "increase flow," it's not clear whether you mean the presentation will sound smoother, feel less awkward, or help the audience follow along better. The connection between practising transitions and gaining confidence isn't explained either.

Exemplar: *Rehearse these lines so your presentation sounds smooth and professional, without awkward pauses between speakers*

#3: "Rehearse Together" section

Strengths:

- Your advice to do a full run-through "as if it's live" encourages realistic practice
- Including feedback as part of rehearsal shows you understand that presentations improve through revision

Imprecise Language → The phrases "Develop and produce the 'almost' real thing" and "Tidy small things and add some final tweaks" use unclear words that don't tell readers exactly what to do. What does "develop and produce" mean in this context? What counts as a "small thing" versus a big problem? Readers need more specific guidance about what to look for and fix during rehearsal.

Exemplar: *Practise the full presentation from start to finish, including all slides and speaking parts, to see how everything works together or Look for areas where someone speaks too quickly, forgets information, or needs clearer slides*

■ Your advice sheet covers the key steps for group presentations in a logical order, starting with planning and ending with practice. The structure makes sense because it guides readers through the process from beginning to end. However, many of your explanations need more detail to truly help readers. When you write phrases like "cement decisions" or "increase flow," readers understand that something good will happen, but they don't know *why* that step matters or *how* it makes their presentation better.

To strengthen your content, focus on explaining the reasons behind each step. For example, in the "Create an Ideal Outline" section, you could explain that using a shared document prevents confusion because everyone sees the same information and can spot problems early. In the "Time Each Section" part, you might add that timing helps groups avoid running over the limit or rushing through important points at the end.

Additionally, some of your supporting points repeat the main idea without adding new information. When you write "Time each person to see times and performance" under step 4a, this just restates what the main point already says. Instead, you could explain what to do with the timing information—perhaps noting which sections are too long or too short. Similarly, "Tidy small things and add some final tweaks" in step 5b doesn't specify what needs tidying. You could mention checking for unclear explanations, awkward moments, or technical problems with slides. By replacing vague

phrases with specific examples and clear explanations, your advice sheet will give readers practical guidance they can actually follow.

Overall Score: 41/50

Section 2

HOW TO PREPARE FOR A GROUP PRESENTATION

Overview

Preparing for a group presentation requires careful planning, clear communication, and coordinated practice. Following these five steps improves collaboration, maintaining audience engagement, and providing a more polished presentation.

#1 1. Assign Roles

- a. Decide who will cover each topic. ~~Identify the strengths and weaknesses of each participant.~~
[Identify each group member's strengths so you can match tasks to the right people.]
- b. Write down everyone's task to avoid confusion. ~~Confirm and tick every person's job to cement decisions.~~
[Tick off each person's assigned task to ensure everyone knows their responsibilities.]

#2 2. Create an Ideal Outline

- a. Meet as a group. ~~Agree on the order of points.~~ [Agree on the order of points so everyone understands the presentation structure.]
- b. Use a shared document so updates are visible to all. ~~Collaborate even when you're not close to keep updated.~~ [This allows team members to collaborate and stay updated even when working separately.]

#3 3. Practice Transitions

- a. Write short handover lines (e.g., "Now _ will explain..."). ~~Increase flow between peoples' points.~~
[This creates smooth flow between each speaker's section.]

b. Rehearse them until they ~~have good flow and are natural. Provide confidence in speaking and understanding.~~ [Practising these lines builds confidence and reduces awkward pauses.]

4. Time Each Section

a. Use a stopwatch when practicing. ~~Time each person to see times and performance.~~ [Record how long each person speaks to identify sections that are too long or too short.]

b. Adjust content so the whole presentation fits within the limit. ~~Ensure the presentation is within the time constraint.~~ [This prevents rushing through important information or running over time.]

5. Rehearse Together

a. Do at least one full run-through as if it's live. ~~Develop and produce the "almost" real thing.~~ [Practise the complete presentation from start to finish, including all slides and speaking parts.]

b. Give each other feedback and fix mistakes. ~~Tidy small things and add some final tweaks.~~ [Look for unclear explanations, awkward moments, or technical issues that need correction.]