

**Communication**  
**Group Presentation- Present**  
**Lesson Plan**

<b><u>Objective:</u></b> Motivate students to present the final presentation	
<b><u>Total Time:</u></b> 90 Minutes	
<b><u>Material required:</u></b> PPTs/ Presentation material from students in pendrive or downloaded from email, projector with screen and AV, white board. Printout of feedback sheet for trainer as well as external authorities attending the session.	
<b><u>Instructor Note:</u></b> This execution session should be moderated very professionally. Students should get the formal environment and they should be encouraged to execute the session with utmost discipline and professionalism. If trainer or nodal officers want to invite external authorities to attend the session, an invitation should be sent to them. Students should get informed in advance so they don't get nervous about finding external people in their audience.	
<b><u>Opening Protocol:</u></b> <ul style="list-style-type: none"> <li>● Greet the participants</li> <li>● Take attendance</li> <li>● In pairs, ask participants to share with each other how they are feeling</li> </ul>	5 Minutes
<b><u>Opening Activity:</u></b> <ul style="list-style-type: none"> <li>● Trainer will welcome and introduce the external people in the audience.</li> <li>● Trainer will also give a context of the session to everyone by using the following points- <ul style="list-style-type: none"> <li>○ we will have 6 group presentations today</li> <li>○ each group has worked very hard on preparing for this presentation</li> <li>○ these students have learned basics of communication skills in previous sessions and they will be using all their learning today</li> <li>○ the people in the audience should note down their feedback on paper and should give it to the trainer at the end so trainer can use those points in the feedback session the next day</li> <li>○ each group will get 10 minutes for presentation and 2 minutes for answering audience's questions</li> </ul> </li> <li>● After sharing the context, encourage students to give their best.</li> </ul>	5 Minutes
<b><u>Activity 1:</u></b>	

<ul style="list-style-type: none"> <li>• Groups will start executing the presentation as per the plan they were working on in last two days</li> <li>• Trainer will be the moderator to welcome the team and thanking them after their presentation gets over</li> <li>• Trainer will observe and take notes using the handout and feedback will be shared the next day</li> </ul>	70 Minutes
<p><b><u>Closing/Debrief:</u></b></p> <ul style="list-style-type: none"> <li>• Trainer will appreciate all the students.</li> <li>• Trainer will also request the external members in the audience to share their generic feedback. They can share their specific feedback with the trainer so trainer can convey that to students in the feedback session</li> </ul>	5 Minutes
<p><b><u>Closing Protocol:</u></b></p> <ul style="list-style-type: none"> <li>• Thank the participants for their time</li> <li>• Announce the next time you will be visiting them</li> <li>• Share the topic of the next session</li> <li>• Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session</li> <li>• Click pictures of the artefacts for documentation</li> </ul>	5 Minutes

### Scoring & Feedback sheet

#### Rating scale:

- Accomplished satisfactorily: 4  
 Need some improvement: 3  
 Need major improvement: 2  
 Unsatisfactory performance: 1

PARAMETERS	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Eye Contact (scores)						
Remarks						
Body Language (scores)						
Remarks						
Clarity of thought (scores)						
Remarks						
Transition (scores)						
Remarks						
Confidence (scores)						
Remarks						
Fluency (scores)						

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<b>Remarks</b>						
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