Department of Census and Statistics

Training Division

Training Module Description

Module: Dissemination of Data & Information

Version: 1.0

Duration: 05 days

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Dissemination of Data & Information

1.0 Module Description

Dissemination of Data & Information module provides the know-how and skills required to be able to effectively disseminate the data and findings of census carried out by the Census and Statistics Department. Furthermore this module addresses the need of being able to communicate effectively in different contexts where the officers have to disseminate the findings of the census, and it also highlights the salient areas where communication has to be more technical, concise and effective.

1.1 Objectives of the Module are;

1.1.1 To acquire skills required in making effective presentations to disseminate findings of the census.

1.1.2 To acquire linguistic skills required in making an effective presentation.

1.1.3 To acquire basics linguistic knowledge required in writing effective reports.

1.1.4 To acquire technical (IT) & practical knowledge required in preparing effective graphs and other visual details.

1.1.5 To acquire the skills in answering questions based on the information presented through reports and presentations.

1.2 Target Participants

The target participants should be proficient in spoken and written English, and should possess the technical knowledge in relevant computer software packages used in preparing multimedia presentations and preparation of reports. As a basic language proficiency standard, the participants should have a Diploma in English offered by a recognized institute of the country or should have a minimum of 6.5 over all band score at IELTS exam. These standards should be met to minimize the basic language errors in spoken English, and to minimize basic sentences level errors in writing. If the participants show language proficiency below the standards prescribed the effectiveness of the training provided by the module would vary.

1.3 Brief Module Contents (Syllabus)

(Effective Presentation Skills)

1. Introduction to presentation skills

1.1 Types of presentations

1.2 Objectives of different presentations
2. Language of Presentations
   2.1 Language of the introduction of presentations
   2.2 Language used in the body & conclusion of a presentation

3. Delivery
   3.1 Kinesics
   3.2 Posture, gestures and facial expressions
   3.4 Eye contact & proximics

4. Para-linguistics
   4.1 Key para-linguistics features important to make a presentation effective
   4.2 Audibility, voice modulation and pronunciations

5. Handling questions in a presentation
   5.1 Types of questions that a presenter can expect
   5.2 Stress management and handling embarrassing questions in question time

6. Time management
   6.1 Managing time during a presentation
   6.2 Managing time during question time

7. IT skills for effective presentation
   7.1 Types of software applications used for presentations
   7.2 Types of graphs, charts and tables used for presentations

Report writing skills for data dissemination

8. Types of reports
   8.1 Types of report
   8.2 Types of reports and their objectives

9. Language of reports
   9.1 Language of reports
   9.2 Writing of reports
1.4 Method of delivery (lecture/discussion/brainstorming session/activity etc)

For presentation skills, participants will learn through lectures, group activity and individual activities. For the report writing module participants will learn through lectures, individual activities and group activities.
2.0 Session 1 (Day 1: 0900 – 1200hrs)

2.1 Types of presentations
Students will be exposed to different types of presentations through videos and they will have the opportunity to learn the different types of presentations.

2.2 Session Learning Outcomes
By the end of this session participants will be able to;
   2.2.1 Identify different types of presentations.
   2.2.2 Learn the differences in the outcomes of different presentations

2.3 Brief outline of the session
(Types of presentations)
The session is an audio visual presentations to differentiate between the different types of presentations. Participants will have an opportunity to see the presentations on the video and learn the different structures.

3.0 Session 2 (Day 1: 1300 – 1600hrs)
Language of Presentations
Language of a presentation is the main key that differentiates it from the sales presentations and professional presentations. The main objective of this session is learn the types of languages used in the presentations.

3.1 Session Learning Outcomes
By the end of this session participants will be able to;
   3.1.1 Learn the difference in the different types of presentations.
   3.1.2 Use the appropriate language used in the presentations
   3.1.3

3.2 Brief outline of the session
(Language of presentations, sales vs. Professional)
The main objective of the session is to distinguish between the different types of presentations and to learn the language used in the presentations.

Session 3 (Day 2: 0900 – 1200hrs)

1.1 Delivery
The effectiveness of a presentation depends entirely on the delivery. The main objective of this session is to learn the different mechanics which affects the effectiveness of a presentations.

1.2 Session Learning Outcomes
By the end of this session participants will be able to;
   1.2.1 Learn different techniques which affects a presentation.
1.2.2 Learn to use the techniques more effectively in presentations.

1.3 Brief outline of the session
(Delivery of presentations, use of different techniques)
In this session participants will learn different techniques used in the presentations to make them more effective. The session will be a mixture of lectures and workshop like activities where the participants will have to take part in the activities from time to time.

2.0 Session 4 (Day 2: 1300 – 1600hrs)

2.1 Session Description
Except language which is used in the presentation, para-linguistics is one of the most important aspects of presentations. The main objective of this session is to learn some of the para-linguistic features which affects a presentation.

2.2 Session Learning Outcomes
By the end of this session participants will be able to;
2.2.1 Voice modualtions
2.2.2 Articulation
2.2.3 Pauses
2.2.4 Intonations
2.2.5 Barriers for an effective delivery.

2.3 Brief outline of the session
(use of para-linguistics and their importance)
Language used in a presentation is important and the way that language is used to convey the content of the presentation is similarly important. Through this, the participants will learn the importance of the above mentioned para-linguistics and their effective use.

3.0 Session 5 (Day 3: 0900 – 1200hrs)

3.1 Handling of questions in presentation
Questions time can be a nightmare for most of the presenters. However this is one of the most important skills that an effective presenter should acquire.

3.2 Session Learning Outcomes
By the end of this session participants will be able to;
3.2.1 Understand different types of questions.
3.2.2 Learn how to answer the questions effectively.
3.2.3 Learn to manage stress and anxiety
3.2.4 Learn the different approaches to answer questions
3.2.5 Use space and other techniques in answering questions
3.3 Brief outline of the session
(Handling of questions effectively)
Question time is sometimes more important that the actual presentation time. This can either boost or destroy the image of a presenter. In this session participants will learn to answer the questions effectively with ease and confidence.

4.0 Session 6 (Day 3: 1300 – 1600hrs)
4.1 Time management
Time management is one of the most important aspects of presentation. If the presenter over uses or under uses the time, that can affect the effectiveness of a presentation. The main objective of the presentation is to acquire the time management skills of a presentation.

4.2 Session Learning Outcomes
By the end of this session participants will be able to;
4.2.1 Time management skills of a presentation
4.2.2 Use the visuals effectively for maximum effectiveness
4.2.3 Used time effectively in the question time

4.3 Brief outline of the session
(Effective time management skills for a presentation)
In this session participants will out-line the content of the presentation and practice its delivery actively in the training session.

5.0 Session 7 (Day 4: 0900 – 1200hrs)
5.1 It skills for effective presentations
Presentations are now synonymous with POWERPOINT, but this is not the only software that can be used for a presentation. Also this session will focus on how to use the available software more effectively in the presentations.

5.2 Session Learning Outcomes
By the end of this session participants will be able to;
5.2.1 Learn software used for presentations
5.2.2 Use the graphics more effectively
5.2.3 Insert other details more effectively

5.3 Brief outline of the session
(It skills for Presentations)
In this session the main focus will be given to train the participants on the software related to the presentations. The participants will be trained with an IT instructor in a computer lab to train them for the relevant software.
6.0 Session 8 (Day 4: 1300 – 1600hrs)

6.1 Types of reports
The main purpose of this session is to train the participants to understand the purposes of the different types of reports that can be written to disseminate the data, and to understand their structural differences.

6.2 Session Learning Outcomes
By the end of this session participants will be able to;
   6.2.1 Different types of reports
   6.2.2 The differences of the reports and their purposes.
   6.2.3 Understand the purposes of the reports.

6.3 Brief outline of the session
(Types of reports and their purposes)
Understanding the purpose of a report is significant for the writing of an effective report. The main objective of this session is to help them to understand the different types of reports and their purposes.

7.0 Session 9 (Day 5: 0900 – 1200hrs)

7.1 Language of reports
The effectiveness of a report depends largely on the language used in a report. The language has to be formal, grammatical, simple, and subject specific. The purpose of the report is to provide a background knowledge to the participants to acquire the language skills used in the presentations.

7.2 Session Learning Outcomes
By the end of this session participants will be able to;
   7.2.1 Learn the vocabulary used in a presentation
   7.2.2 Learn the appropriate grammatical structures
   7.2.3 Learn the appropriate syntactic structures

7.3 Brief outline of the session
(Language used in reports)
In an effective report the language used should be effective and appropriate. Through this session the participants will learn to use language effectively in the presentation.

8.0 Session 10 (Day 5: 1300 – 1600hrs)

8.1 Report writing
In this session the participants will learn to write the report with guidance of a lecturer / instructor.
8.2 Session Learning Outcomes
By the end of this session participants will be able to;
8.2.1 Write reports effectively
8.2.2 Enhance their language of reports
8.2.3 Use visual details more effectively
8.2.4 Interpret the data and information of visual details more effectively
8.2.5 Learn the skill of organizing data and information

8.3 Brief outline of the session
(Report writing skills)

The main objective of this session is to train the participants to write reports effectively in the training session and help them identify their mistakes and to device methods to correct the mistakes.

9.0 Material for further reading and useful web links
1. www.englishclub.com
2. www.onestopenglish.com

10.0 Model MCQ Paper (Containing minimum 25 MCQ questions from taught subject matter)
10.1 Communication is writing is different from oral communication fundamentally in:

10.1.1 One way
10.1.2 Multiple ways
10.1.3 Two ways
10.1.4 Not different at all

10.2 Internal communication is different from external communication mainly in

10.2.1 format
10.2.2 language
10.2.3 choice of words
10.2.4 all of the above

10.3 Globalization has made business communication and official communication more:

10.3.1 complicated
10.3.2 simple
10.3.3 has not made any change
10.3.4 more complicated than ever before
10.4 Which of the following is more appropriate for a beginning of a presentation

10.4.1 Good morning I’m Nimal Perera from Census and Statistics Dept..
10.4.2 Good morning I’m here today to discuss
10.4.3 The purpose of my presentation is to
10.4.4 Hello, I’m here to

10.5 The purpose of a presentation can be

10.5.1 Simple
10.5.2 Complex
10.5.3 Can have multiple purposes
10.5.4 Linear

10.6 The body of a presentations can be divided

10.6.1 According to the structure
10.6.2 According to the objective
10.6.3 According to the audience
10.6.4 Only into five

10.7 The language of a presentation should always be

10.7.1 Formal
10.7.2 Casual
10.7.3 Mixture
10.7.4 Always formal only

10.8 Voice modulation is important because

10.8.1 The presentation will become monotonous
10.8.2 Flat
10.8.3 Projection will be affected
10.8.4 It doesn’t have to be monotonous at all

10.9 Visuals of a presentation can be

10.9.1 Simple
10.9.2 Decorative
10.9.3 Animated
10.9.4 According to the purposes of the presentation
10.10 Questions of a presentation can be

10.10.1 Only ‘wh’ questions
10.10.2 Only ‘yes/no’ questions
10.10.3 A mixture of option 01 and 02
10.10.4 Any types the audience wishes

10.11 If you don’t know the answer to the question

10.11.1 Panic
10.11.2 Play it on the audience
10.11.3 Lie
10.11.4 Provide the answer in due course

10.12 The reports can vary in length due to;

10.12.1 purpose
10.12.2 time available to write
10.12.3 clients requirement
10.12.4 always lengthy

10.13 Grammar used in a report should be:

10.13.1 Formal written
10.13.2 Formal spoken
10.13.3 Casual
10.13.4 No grammar in needed at all

10.14 ‘Syntax’ refers to:

10.14.1 Sentence structures
10.14.2 Sentence construction
10.14.3 Specific language
10.14.4 Dialect

10.15 When using visuals in a report

10.15.1 Use numbers
10.15.2 Use bullet points
10.15.3 Don’t number
10.15.4 Use numbers according to an order
10.16  Paragraphs adjacent to a visuals should:

10.16.1 Describe the visual
10.16.2 Describe other reports
10.16.3 Compare the visuals
10.16.4 No description is needed

10.17  When organizing data and information in a report

10.17.1 Use functional order
10.17.2 Use chronological order
10.17.3 Use an appropriate order
10.17.4 No order is needed

10.18  A report can be followed by

10.18.1 Another report
10.18.2 A presentation related to the report
10.18.3 Nothing afterwards
10.18.4 A paper article

10.19  Recommendations are necessary

10.19.1 For any type of report
10.19.2 Some types of reports
10.19.3 Feasibility reports
10.19.4 Depends on the requirement of the client

10.20  When concluding the report

10.20.1 Be specific
10.20.2 Be vague
10.20.3 Be persuasive
10.20.4 Depends on the purpose of the report

10.21  Lengthy sentences in reports are

10.21.1 Self defeating
10.21.2 Successful
10.21.3 Depends on the reader
10.21.4 Can’t say the effect
10.22 Short sentences are:
10.22.1 Ineffective
10.22.2 Effective
10.22.3 Can vary in impact
10.22.4 Very effective always

10.23 Words used in a report

10.23.1 Should be short
10.23.2 simple
10.23.3 depends on the purpose
10.23.4 Can’t fathom the effectiveness

10.24 Most readers prefer;

10.24.1 Less visuals and more language
10.24.2 More language and less visuals
10.24.3 No visuals
10.24.4 Depends on the type of the reader and the purpose of the report

10.25 To be an effective report writer:

10.25.1 You need patients and peace in mind
10.25.2 Needs good communicational skills
10.25.3 Needs good organizational skills
10.25.4 Needs all of the above plus

11.0 Model Take-home project (assignment)

This should be sufficient to cover at-lease 20 self-learning hours of the participant.

Prepare a PowerPoint presentation on a recent census carried out by the Census Department. The presentation should report the key findings of the census and should be of at least 30 minutes in length of time. It should have not less than 20 slides and not more than 25. The presentation should be well practiced and you should provide a copy of the report on which you based in. You should allow 15 minutes of question time and the audience should be allowed to ask any question related to the presentation. The slides of the presentation should be mailed to the module supervisor prior to the presentation.

Submission deadline: 4 weeks from the last date of the course