



Department of Census and Statistics

Training Division

Training Module Description

Module: Dissemination of Data & Information

Version: 1.0

Duration: 05 days

© Department of Census and Statistics, Sri Lanka

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 & proxemics

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 out-comes 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 modulations
- 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 than 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 devise 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 patience 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-least 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