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Presentation Skills are the skills you need in delivering effective and engaging presentations to a variety of audiences.

These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tones of your voice and the body language you convey.

Purpose. To determine your purpose ask "what are the main points". I want my audience to take away from my presentation"

Audience pre-assessment:-

It is imp to identify the characteristics, knowledge and needs of your audience so that you are "right" audience.

Test Plan:

A Test Plan is a document describing software testing scope and activities.

It is the basics for formally testing any software/product in project.

Test Plan: A Document describing the Scope, approach, resources, and schedule of intended test activities.

It define amongst other test items, the features to be tested, the testing tasks, who will do each task, degree of tester independence, the test environment, the test design techniques and entry and exit criteria to be used, and the rationale for their choice, and any risks requiring contingency planning.