

(a) Explain the presentation skills?

Presentation skills can be defined as a set of abilities that enable an individual to interact with the audience: transmit the message with clarity, engage the audience in the presentation and interpret and understand the mindset of listeners. These skills define the way you put forward your message and enhance your persuasive power.

* Importance of presentation skills.

Interaction with others is a routine job of business in today's world. The importance of good presentation skills is established on basis of following points -

- They help an individual in enhancing his own growth opportunities. In addition, it also grooms the personality of the presenter and elevates his level of confidence.

- In case of striking deals and gaining clients, it is essential for business professionals to understand the audience. Good presentation skills enable an individual to mold his message according to the traits of the audience. This increases the probability of successful transmission of messages.

How to improve presentation skills -

- * Research and audience before presenting.
- * Structure your presentation effectively.
- * Do a lot of practice.

(b) Describe the Test Planning?

A Test plan is a document describing software testing scope and activities. It is the basis for normally testing and software / product in a project. Test plan, a describing document the scope, approach, resources and schedule of intended test activities. It is a record of the test planning process.

- * The key points that test planning address are -

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1. Test Planning involves identification of test activities and resources required to meet strategy objectives.
2. Test planning is helpful in figure out method gathering and tracking. the matrices that will be used to guide the project. Determine that the test progress is as per the plan and assessing the achievement by objectives.