

Q2 Explain presentation skills. Describe the test planning.

Ans Presentation Skills

Presentation is a form of face to face communication, and plays an imp. role in sharing information and guiding actions within organisation.

Presentation is more formal type of communication and hence, requires a definite strategy - such as goal setting, situational knowledge, communication competence and anxiety management. All these require adequate preparation to ensure effective performance.

→ Points on how to give presentation:

- ① Rehearse and test your ideas before presentation.
- ② Final recommendations are more easily accepted, if they are presented as ideas for discussions.
- ③ The presentation should be brief, factual and interesting.
- ④ Use of good organisation.

Test planning

Am The first step in system testing is to prepare a plan that will test all aspects of the system in a way that promotes its credibility.

Test plan entails following activities.

- (a) Prepare test plan.
- (b) Specify conditions for users acceptance
- (c) Prepare test data for programming testing.
- (d) prepare test data for transaction path testing
- (e) Plan user training.
- (f) Compile / assemble program.
- (g) prepare job performance aids.
- (h) prepare operational documents