

## ②) Presentation skill

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audience. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

Effective presentation skills are important because they help keep a presentation interesting, help the ~~pres~~ presenter communicate with confidence and motivate the ~~aud~~ audience to listen.

## Test planning

A document describing the scope, approach, resource and schedule of intended test activities. It identifies ~~an~~ amongst others 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.