

**RESOURCE MATERIALS**

**FOR**

**WOMEN IN EDUCATION MANAGEMENT**

**MODULE ELEVEN**

**REPORT WRITING AND PRESENTATION**

Department of Education and Culture  
KwaZulu-Natal, South Africa

Commonwealth of Learning  
Canada

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**THE MODULES IN THIS SERIES ARE:**

- |   |                                     |
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| 1. Assertiveness                            | 7. Managing Conflict                |
| 2. Effective Communication                  | 8. Strategic Planning               |
| 3. Self-Management Skills                   | 9. Delegation                       |
| 4. Leadership                               | 10. Conducting Productive Meetings  |
| 5. Understanding the Organisational Culture | 11. Report Writing and Presentation |
| 6. Team Building                            | 12. Interviewing Skills             |

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WOMEN IN EDUCATION MANAGEMENT

MODULE ELEVEN

REPORT WRITING AND PRESENTATION

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## **PREFACE**

The Master Strategic Plan (2000 – 20003) of the Department of Education and Culture, KwaZulu-Natal (KZN) has, as one of its main policy objectives ‘the Empowerment of Women Managers in Education’ The Education Human Resource Development Component came up with the initiative for the Women in Education Management Training Programme, to provide training in the area of Education Management.

Although management issues affect both men and women, historically, women managers seem to require more training than their male counterparts. There is often the perception that many Women Managers in Education, not only in KwaZulu-Natal, but globally, frequently lack the knowledge and skills required for effective management. Consequently, these materials were developed as part of the effort to develop human capital, especially in the area of Women in Education Management.

These materials are intended for use by people involved in education. The modules cover a wide range of management issues from policy to practice. As the users are spread over various geographical locations, the materials aim to be accessible to as many people as possible, including the rural-based. At the end, the materials should produce women who are ready to take up various key management positions throughout the Province and further afield.

The rationale for developing these materials is that all regions should embark on the meaningful training of Women Managers in Education. The overall skills and knowledge training will continue to be provided to all Education Managers. These training materials generally aim at enhancing management skills. In addition the Training on Materials Development and Materials Review workshops have contributed to capacity building and developing Open and Distance Learning (COL) materials in KwaZulu-Natal.

The successful development of the training materials could not have been realised without the generous support of the collaborating SADC Ministers of Education (Botswana, Namibia and Zimbabwe) and the Namibian College of Open Learning. In this regard, the Department of Education and Culture, KwaZulu-Natal is grateful to Mrs. Matloatsie Masendu (Botswana), Mr. Tuaunda Keeja (Namibia), Mr Alfred Illukena (Namibia). Mrs Patricia Rutanhira (Zimbabwe), Mr Africa Moyo (Zimbabwe), Mr Gray Nyathi (Zimbabwe), Mr Rodgers Sisimayi (Zimbabwe) for the background training, support and advice they provided, to facilitate the realisation of the programme.

Without the administrative leadership and professional support of Honourable E.E.N KaNkosi-Shandu Minister of Education and Culture, KwaZulu-Natal, Mr N S Shamase – Deputy Director General Professional Services, Mr P M Ntshangase – Chief Director Human Resource Manager and Development, Ms A N Cele, Mr M R C Msweli and Mr S L N Kheswa, the programme would not have been successful.

The development of the course materials has been achieved through the joint responsibility and commitment of all eight Regions of the Department of Education and Culture, KwaZulu-Natal together with the course writers as reflected in the training modules. The Province of KwaZulu-Natal is grateful for the level of human capital developed through this exercise. Altogether, 37 Course writers were trained. 10 Secretarial and Administrative Staff received training in basic desktop publishing.

We are particularly grateful to the South African Breweries, Indaba Conference Centre and Umhlanga Rocks Hotel for supporting the workshop.

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.....  
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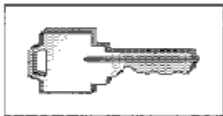
## EXPLANATION OF ICONS

**Icons are graphic signs that require you to undertake specific activities.**



Read the text provided in the unit.

**Read Text**



Main words or concepts that are important in the unit.

**Key Words**



Carry out an activity that is based on the content you have just

**Self Evaluation**



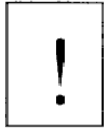
Apply the knowledge and skills you have just learn.

**Practise Activiy**



Demonstrate your understanding and application of knowledge and Skills learnt.

**Assessment Task**



Important-take note!

The answers to the activity is provided at the end of the unit.



In the light of the text you have read, think through your own Practice.

Reflection



Unit Test

There is a test which you should do before proceeding to the Unit.



Module test

At the end of every module, there is a test you should do before proceeding to the next module.



Summary

Highlights of the main ideas or concepts covered in the Unit.

## INTRODUCTION TO MODULE

It is a common practice that most of the people are unable to present effectively. In most cases they encounter some of the following barriers: lack of confidence, lack of exposure, nervousness, stage fright, lack of communication skills, inadequate preparation and language problems. This module provides you, as a woman manager in education, with tools to address these barriers like, how to get over stage fright, how to prepare for effective presentation, how presentation is delivered. The modules also empowers you to use your gift of verbal and written communication. It is through the quality of speech and writing that you can best express your own individuality.

## AIMS

This module aims to:

- to equip you with fundamentals of effective speaking
- to help you to understand the role of the speech, speaker and audience
- to differentiate the purpose of prepared and impromptu talks
- to help you to appreciate the art of communicating
- to assist you to understand challenges of effective presentation
- equip you with report writing skills

To apply the stated aims, the content in this module is presented in nine motivating units as follows:

1. How to prepare for effective presentation
2. Getting over stage fright
3. Types and styles of presentation
4. Organising the long talk
5. How presentation is delivered
6. The speaker and the audience
7. Challenges and barriers to effective presentation
8. Applying what you have learned about effective presentation
9. Report writing