CAMBRIDGE

Where your world grows

Presentation Skills

# Your guide to getting started with the Presentation Skills module

This guide will help you access a sample unit of the module and provide instructions on how to buy and get started with the module.
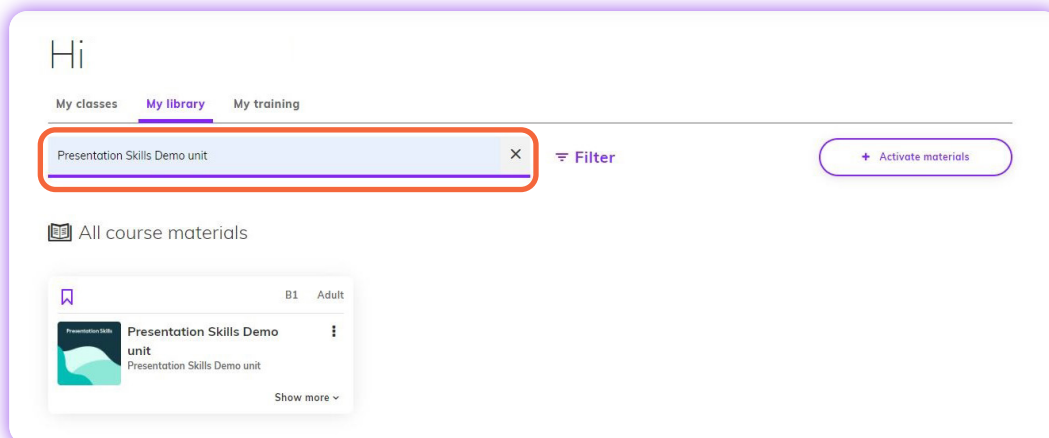
Access a sample unit

To access a sample unit from the Presentation Skills module, visit our learning platform Cambridge One.

1. **Log in to your account. If you don't have an account, sign up as a teacher using the short form.**
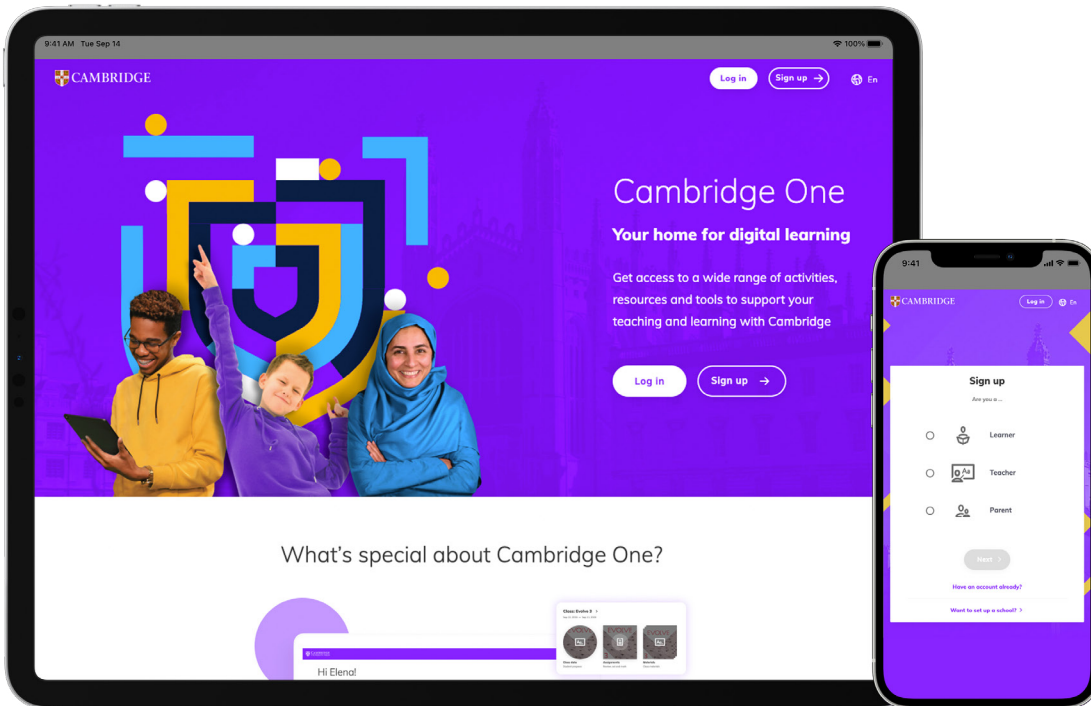
2. **In the "Search my library" area, type in "Presentation Skills Demo unit" and you will see the sample unit.**
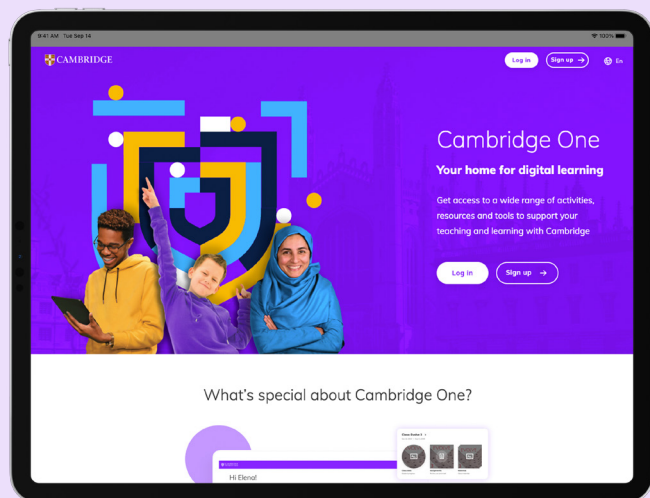

3. **Click on "Activities" to view the sample unit, or the "Teacher's Resources" to see sample worksheets.**
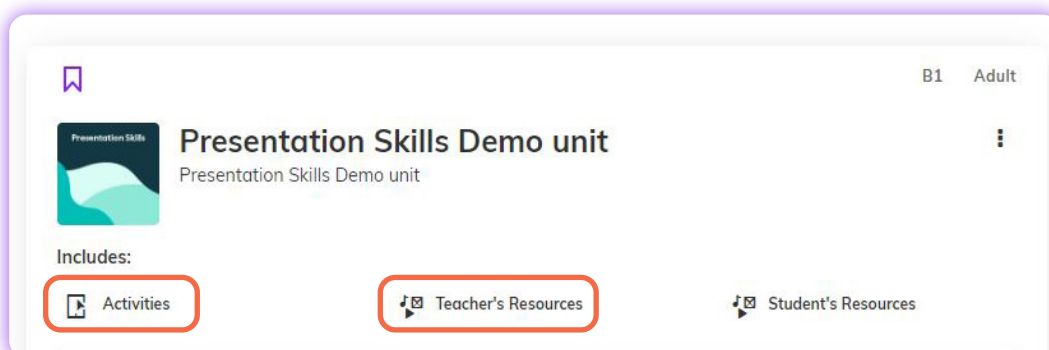
How to buy

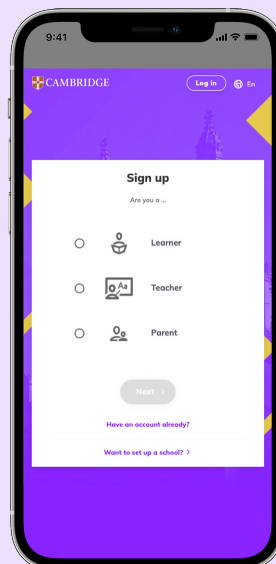## Step 1

If you'd like more information or are ready to make a purchase, get in touch with one of our sales representatives. If you'd like your students to buy the module, they can visit the Cambridge Shop.

Step 2

Once you have your access code from your sales representative, you and your students can log in to Cambridge One and get started.

Step 3

If you do not have an account, you can sign up as a teacher. Your students can also sign up here as learners. Then complete the short form to complete your account.



Step 4

Once logged in, teachers will be able to find the module in the "My library" area, whereas students need to activate the code by clicking on the "Add materials" button and enter their activation code sent by your sales representative.
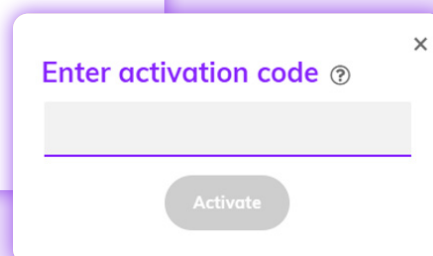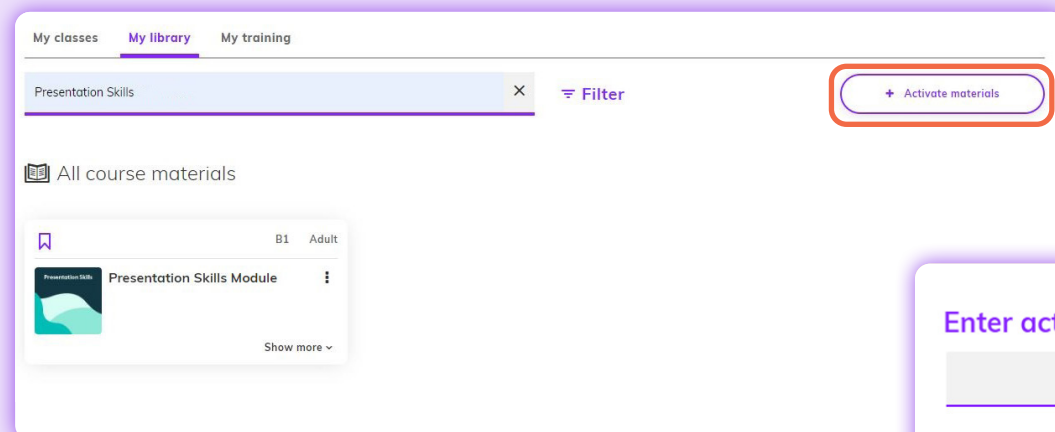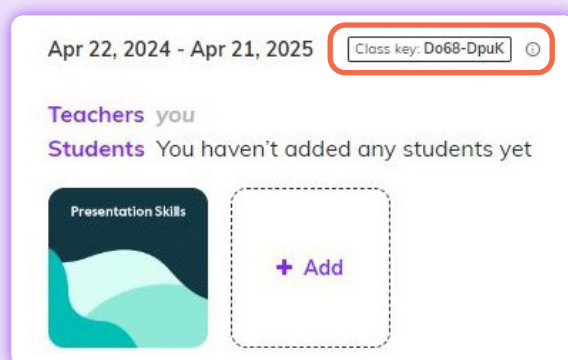
Step 5

Next you need to create a class for your students to join. This means you can keep track of their progress. To do this click on "Create new class" and fill in the details asked.
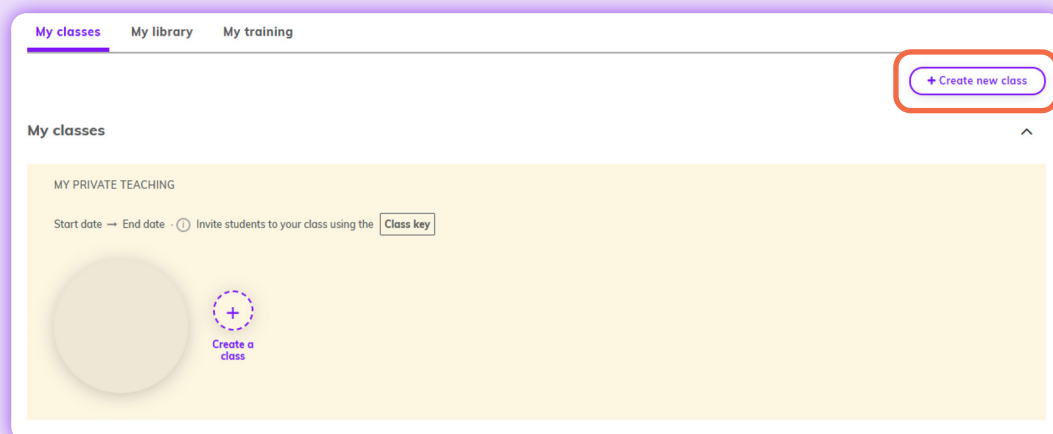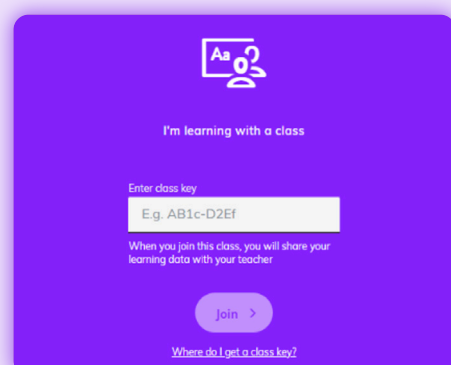

Step 6

For your students to join this class you'll need to provide them with a "class key". Go to the "My classes" tab and look for the module, and you will see the class key. Here is an example:

Step 7

Ask your students to click on the "Join a class" button.
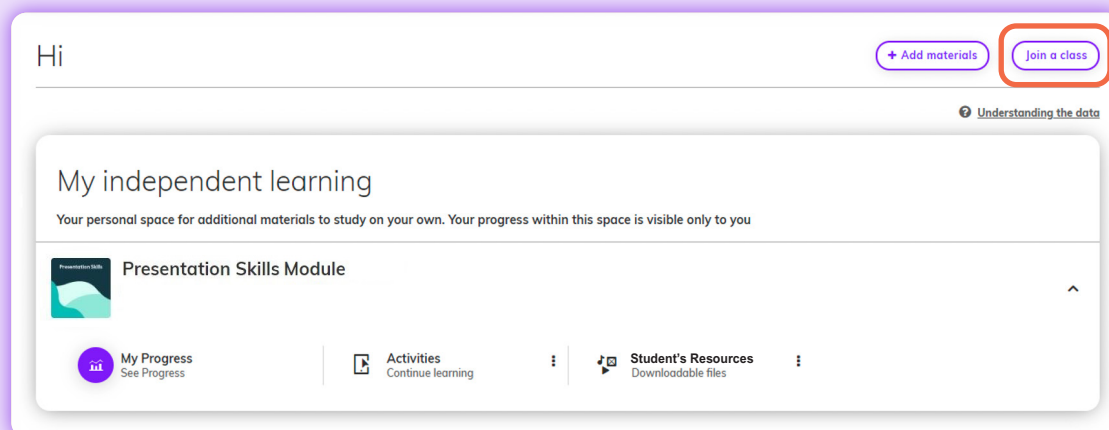
Then, add in the "class key" you were provided in the box as shown here.

As a teacher if you click on the "My classes" tab and look under the "Class data" section, you will see a list of those students who have entered the class code and who are now part of your class.

Accessing the certificate of completion and digital badge

Certificate of completion

Once a student has completed all units, you will be able to issue them with a certificate of completion.

Go to the teacher resource area on the Cambridge One platform, and you can download the template of the certificate. Fill in the details of your student by typing in their name and the date issued into the two boxes, then send it to them as a PDF.

Digital Badge

Once a student has completed all eight units, you will be able to issue them with a digital badge by visiting this link **https://camengli.sh/4dxYKIh** and using this claim code **cjzihxp3nfe3** when asked.

Your student can also scan the QR code found on the module certificate to collect their badge.

The student will need to enter their name and email address on the website above, and then a digital badge will be sent to them by email. They can then show proof of completing the module to employers on their résumé or CV and share on social networks such as LinkedIn, showing they have developed core presentation skills.

If you need further help, please contact your local Cambridge Representative.

You can also visit our website with further information and useful links

cambridge.org/presentationskills

Find out more at
cambridge.org/english

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

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