



AUSTRALIAN  
GUILD  
of  
MUSIC

# Communication and Public Speaking Speech Syllabus no 4

## Examination Syllabus

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**Beginner's  
Level to  
Associate  
Diploma**



Australian Guild of  
Music Education  
01/01/2022

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## Introduction

### Background to this syllabus

- This syllabus (which was originally named Oral Communication) is designed to complement the Speech and Drama syllabus and to provide wider opportunities for Speech on a personal level.
- This syllabus will also meet the requirements of many people who are in occupations where there is a special emphasis on speech.
- The Communication and Public Speaking for Business syllabus (Syllabus no 5) provides an alternative stream to Communication and Public Speaking levels 6, 7, Proficiency and Associate Communication and Public Speaking. The Communication and Public Speaking for Business syllabus requires the creation and delivery of PowerPoint presentations.

### Notes for Teachers

#### *Interchangeable use of Syllabi 4 and 5*

- Candidates have a number of options in the way they choose to progress through syllabi numbers 4 and 5.
  - Candidates may elect to complete examination levels from Syllabus 4 only, culminating in the Associate Diploma Communication and Public Speaking.
  - Candidates may elect to complete examination levels from Syllabus 5 only, culminating in the Associate Diploma Communication and Public Speaking for Business.
  - Candidates may elect to swap between these two syllabi at any point. For example, a candidate might complete Level 6 from Syllabus 5, then Level 7 from Syllabus 4, then Proficiency Certificate from Syllabus 5, then the Associate Diploma from Syllabus 4.

#### *Prerequisites*

- The Syllabus 4 Proficiency Certificate can be used as the prerequisite for Associate Diploma Communication and Public Speaking or Associate Diploma Communication and Public Speaking for Business.
- The Associate Diploma Communication and Public Speaking or the Associate Diploma Communication and Public Speaking for Business can be used as the prerequisite for the Associate Teacher Diploma Communication and Public Speaking.

#### *Other*

- Talks and speeches should not be read or delivered as a recital.
- Headline notes may be used, but must be inconspicuous.
- This syllabus must be used in conjunction with the supporting document 'Speech Syllabi Background Information for Teachers' which contains essential information such as
  - Structure of the Speech Syllabi package
  - Grade set
  - Age of candidates
  - Guidelines for selecting appropriate selections at each examination level
  - Prepared versus Impromptu items
  - Memorisation requirements
  - Reading of books prior to practical examinations
  - Hard copy requirements
  - Guidelines for theory examinations
  - Guidelines for Diploma examinations
  - Suggested reference books.

## Beginner's Level

	Time: 15 minutes. Pass mark: 65	Marks
1	<p><b>Poem</b></p> <ul style="list-style-type: none"> <li>From an Australian anthology.</li> <li>Time limit: 1 minute.</li> </ul>	25
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>A passage of consecutive words from a simple story book.</li> <li>Time limit: 1 minute.</li> </ul>	20
3	<p><b>Sounds and rhymes</b></p> <ul style="list-style-type: none"> <li>Impromptu.</li> <li>a) Sounds <ul style="list-style-type: none"> <li>The examiner will say one consonant sound and the candidate is to say a word beginning with the same consonant sound. Five consonant sounds will be given. <ul style="list-style-type: none"> <li>For example, the examiner might say the sound of the consonant 'b' to which candidate might answer 'bread'.</li> </ul> </li> </ul> </li> <li>b) Rhymes <ul style="list-style-type: none"> <li>The examiner will say a one-syllable word and the candidate is to say a word that rhymes with the word spoken by the examiner. Five words will be given. <ul style="list-style-type: none"> <li>For example, the examiner might say 'fish' to which the candidate might answer 'dish'.</li> </ul> </li> </ul> </li> </ul>	20
4	<p><b>Matching pairs</b></p> <ul style="list-style-type: none"> <li>Impromptu.</li> <li>The examiner will say a word, and the candidate is to complete the matching pair. Five words will be given. <ul style="list-style-type: none"> <li>For example, the examiner might say 'brush' to which the candidate might answer 'comb'.</li> </ul> </li> </ul>	15
5	<p><b>Story</b></p> <ul style="list-style-type: none"> <li>Tell a story, which may be original, a story the candidate has read or a story about an event in the candidate's life.</li> <li>Time limit: 2 minutes.</li> </ul>	20

## Level 1

	Time: 15 minutes. Pass mark: 65	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>Poem or prose selection from a novel.</li> <li>Time limit: 2 minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>A passage of consecutive words from a simple novel. If prose were selected for Item 1, this reading may be from the same novel.</li> <li>Time limit: 1 minute.</li> </ul>	20
3	<p><b>Spot the stranger</b></p> <ul style="list-style-type: none"> <li>Impromptu.</li> <li>The examiner will present the candidate with four words, one of which will be out of place, and the candidate is to identify the 'stranger'. Five sets will be given. <ul style="list-style-type: none"> <li>For example, the examiner might say 'dog, cat, flag, mouse' to which the candidate should answer 'flag'.</li> </ul> </li> </ul>	20
4	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>On one of the following <ul style="list-style-type: none"> <li>A self-introduction, including for example, the candidate's skills, likes and dislikes, experiences etc</li> <li>My favourite television programme.</li> </ul> </li> <li>Time limit: 2 minutes.</li> </ul>	20
5	<p><b>Conversation</b></p> <ul style="list-style-type: none"> <li>The examiner will open the conversation with a question related to one of the above presentations.</li> </ul>	20

## Level 2

	Time: 15 minutes. Pass mark: 65	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Poem or prose selection from a novel.</li> <li>• By an Australian author or containing content relating to an Australian theme.</li> <li>• Time limit: 2½ minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• A passage of consecutive words from a novel. If prose were selected for Item 1, this reading may be from the same novel.</li> <li>• Time limit: 1½ minutes.</li> </ul>	20
3	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>• On one of the following <ul style="list-style-type: none"> <li>○ The candidate's hobby</li> <li>○ A recent holiday experience.</li> </ul> </li> <li>• Time limit: 2 minutes.</li> </ul>	20
4	<p><b>Impromptu speaking</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Speak for 1 – 1½ minutes on a word suggested by the examiner.</li> <li>• Preparation time: ½ minute.</li> <li>• The examiner will give a warning at 1 minute.</li> </ul>	20
5	<p><b>Telephone procedure</b></p> <ul style="list-style-type: none"> <li>• Present instructions on suitable ways of answering the telephone, how to ring a friend and how to leave a message on an answering machine/voicemail.</li> <li>• The examiner may enter into a discussion with the candidate at the close of the talk.</li> <li>• Time limit: 2 – 3 minutes.</li> </ul>	20

## Level 3

	Time: 20 minutes. Pass mark: 65	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Poem or prose selection from a novel.</li> <li>• Time limit: 3 minutes.</li> </ul>	25
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• A passage of consecutive words from a novel. If prose were selected for Item 1, this reading may be from the same novel.</li> <li>• Time limit: 2 minutes.</li> </ul>	20
3	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>• An instructive talk based on the candidate's own expertise.</li> <li>• Explain the correct procedure/s for one of the following               <ul style="list-style-type: none"> <li>○ Developing the skills to play a sport</li> <li>○ Creating an object</li> <li>○ Acquiring a certain skill.</li> </ul> </li> <li>• Time limit: 3 minutes.</li> </ul>	20
4	<p><b>Storytelling</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The examiner will show the candidate 2 objects and the candidate is to tell a story using these objects as significant features in the story.</li> <li>• Preparation time: 1 minute.</li> <li>• Time limit: 2 minutes.</li> <li>• The examiner will give a warning at 1½ minutes.</li> </ul>	20
5	<p><b>Conversation</b></p> <ul style="list-style-type: none"> <li>• The examiner and the candidate will discuss the examination programme, with particular reference to the recitation, novel and instructive talk.</li> </ul>	15

## Level 4

	Time: 25 minutes. Pass mark: 65	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Prose selection from a book.</li> <li>• Time limit: 3 minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <p>The candidate is to select whether this reading will be impromptu or prepared. When marking this item, the examiner will take this choice into consideration.</p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The examiner will select a passage from the book chosen for Item 1, for the candidate to read aloud.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Prepared.</li> <li>• A passage of approximately 200 consecutive words from the book chosen for Item 1.</li> </ul>	20
3	<p><b>Association of ideas / Talk</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The examiner will say a word and the candidate is to say 4 words in succession, each word having been inspired for its association with the previous word only.</li> <li>• The candidate is to give a 1 – 1½ minute talk using the fourth word as the topic.</li> <li>• For example <ul style="list-style-type: none"> <li>○ The examiner might say ‘mouse,’ and the candidate’s sequence might then be ‘clock ... punctuality ... transport ... travel’. The talk would then be on the topic of travel.</li> <li>○ Note: avoid too close an association such as ‘mouse ... trap ... cheese ... caught,’ where all the words are related to the same act.</li> </ul> </li> <li>• The examiner will give a warning at 1 minute.</li> </ul>	20

Level 4 examination continues on the next page.



## Level 4

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4	<p><b>Imaginative speaking</b></p> <ul style="list-style-type: none"><li>• Impromptu.</li><li>• The examiner will show the candidate a picture. The candidate is to study the picture and then present one of the following<ul style="list-style-type: none"><li>○ Tell a story using the picture as an appropriate illustration for the story.</li><li>○ Use descriptive language to explain what is illustrated in the picture.</li></ul></li><li>• Preparation time: 1 minute.</li><li>• Time limit: 2 minutes.</li><li>• The examiner will give a warning at 1½ minutes.</li></ul>	20
5	<p><b>Discussion of technical work</b></p> <p>The examiner will ask the candidate questions on the following areas</p> <ol style="list-style-type: none"><li>a) The correct method of breathing for speech, including demonstrating one suitable breathing exercise.</li><li>b) The correct ways to stand when reading aloud, including demonstrations of the correct way to hold the book and to walk onto the speaking area.</li></ol>	20

## Level 5

	Time: 30 minutes. Pass mark: 65	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Prose selection from a novel.</li> <li>• By an Australian author or containing content relating to an Australian theme.</li> <li>• Time limit: 3 minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <p>The candidate is to select whether this reading will be impromptu or prepared. When marking this item, the examiner will take this choice into consideration.</p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The examiner will select a passage from the novel chosen for Item 1, for the candidate to read aloud.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Prepared.</li> <li>• A passage of approximately 250 consecutive words from the novel chosen for Item 1.</li> </ul>	20
3	<p><b>Book review</b></p> <ul style="list-style-type: none"> <li>• Oral review of the book chosen for Item 1.</li> <li>• Headline notes may be used.</li> <li>• The candidate is to bring the book to the examination.</li> <li>• Time limit: 2 minutes.</li> </ul>	20
4	<p><b>Creative speaking</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The candidate will be shown a picture of a person, animal or object.</li> <li>• The candidate will have 30 seconds to study the picture.</li> <li>• Invent an imaginary background life for the person, animal or object.</li> <li>• Time limit: 2 minutes.</li> <li>• The examiner will give a warning at 1½ minutes.</li> </ul>	20
5	<p><b>Discussion of technical work</b></p> <ul style="list-style-type: none"> <li>• The examiner will discuss with the candidate the importance of facial expression and eye contact in public speaking. The candidate is to have some prepared comments on this topic as well as entering into a discussion and demonstrating facial expressions.</li> </ul>	20

## Level 6

	Time: 35 minutes. Pass mark: 70	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Prose selection from a work of non-fiction.</li> <li>• Time limit: 3 – 4 minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• From a biography or autobiography.</li> </ul>	15
3	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• On one of the following           <ul style="list-style-type: none"> <li>○ Today's media</li> <li>○ My school years</li> <li>○ So-called junk food</li> <li>○ The love of sport</li> <li>○ Freedom</li> <li>○ Art or science</li> <li>○ Laughter.</li> </ul> </li> <li>• Time limit: 3 – 4 minutes.</li> </ul>	20
4	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Speak for 1½ – 2 minutes on a topic, idea or theme suggested by the examiner. The examiner will provide the opening phrase or sentence.</li> <li>• Preparation time: 1 minute.</li> <li>• The examiner will give a warning at 1½ minutes.</li> </ul>	15
5	<p><b>Storytelling</b></p> <ul style="list-style-type: none"> <li>• Tell an Australian tall story or yarn.</li> <li>• May be based on an existing story or be an original composition.</li> <li>• The 'Aussie' accent and broad Australian language may be used.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Tell a story describing the candidate's most embarrassing moment.</li> <li>• Time limit: 2 minutes.</li> </ul>	15
6	<p><b>Discussion of technical work</b></p> <ul style="list-style-type: none"> <li>• The examiner will discuss with the candidate body language and gesture in oral communication.</li> </ul>	15

## Level 7

	Time: 45 minutes. Pass mark: 70	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Consecutive words from a published speech.</li> <li>• Time limit: 3 – 4 minutes.</li> </ul>	20
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• From an Oral Communication or Public Speaking text book.</li> </ul>	15
3	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• A persuasive or didactic speech on a topic related to current affairs.</li> <li>• Time limit: 3 minutes.</li> </ul>	20
4	<p><b>Reading / Impromptu speaking</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Read aloud a newspaper or magazine article.</li> <li>• Deliver a short talk based on the subject matter of the article.</li> <li>• Preparation time: 1 minute.</li> <li>• Time limit: 1½ – 2 minutes.</li> <li>• The examiner will give a warning at 1½ minutes.</li> </ul>	15
5	<p><b>Talks (2)</b></p> <p>a) Welcome speech</p> <ul style="list-style-type: none"> <li>• Outline the procedure for giving a successful welcome speech.</li> <li>• Time limit: 2 minutes.</li> </ul> <p>b) Introductions</p> <ul style="list-style-type: none"> <li>• Present a talk with brief demonstrations on the procedure for introducing people to one another.</li> <li>• Time limit: 2 minutes.</li> </ul>	20
6	<p><b>Discussion of technical work</b></p> <p>a) The examiner will discuss with the candidate the importance of speech exercises in relation to clarity and pleasing vocal tone. The candidate is to have some prepared comments to offer as well as being willing to answer some questions.</p> <p>b) The examiner will give the candidate 4 speech exercises, such as tongue twisters, and exercises for resonance, projection and pitch variation. The candidate is to read each exercise aloud and state its purpose.</p>	10

## School Leaver's Certificate

	Time: 1 hour 15 minutes. Pass mark: 70	
	<p><b>Notes for Teachers</b></p> <p><b>Alternative to Level 7</b></p> <ul style="list-style-type: none"> <li>The School Leaver's examination is an alternative to Level 7 for those students who wish to terminate their public speaking study when leaving school.</li> </ul> <p><b>Exam structure</b></p> <ul style="list-style-type: none"> <li>From the eight items in this examination, the candidate is to attempt six. <ul style="list-style-type: none"> <li>Items 1, 2 and 3 are compulsory.</li> <li>The remaining three items are to be chosen from Items 4–8, with the candidate choosing two items, and the examiner choosing one from the remaining three.</li> </ul> </li> </ul>	

	Items 1–3 are compulsory	Marks
1	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>On one of the following <ul style="list-style-type: none"> <li>The correct manner for using the telephone. This should cover business and personal telephone use, both land line and mobile.</li> <li>The skills required for conversation, listening, and basic social behaviour.</li> </ul> </li> <li>Time limit: 4 – 5 minutes.</li> </ul>	20
2	<p><b>Reading / Impromptu speaking</b></p> <ul style="list-style-type: none"> <li>Impromptu.</li> <li>Read aloud an editorial, leading article or journalist's column.</li> <li>Deliver a short talk based on the main issues raised in the article.</li> <li>Preparation time: 2 minutes.</li> <li>Time limit: 3 minutes.</li> <li>The examiner will give a warning at 2½ minutes.</li> </ul>	15

School Leaver's Certificate examination continues on the next page.

## School Leaver's Certificate

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3	<p><b>Research / Talk</b></p> <p>a) Research prior to examination</p> <ul style="list-style-type: none"> <li>• Prior to the examination, prepare a research paper on a career in which the candidate is interested. For example, trainee manager, IT professional, receptionist, apprentice cabinet-maker, nurse, fitness instructor, professional tennis coach etc.</li> <li>• A hard copy of this research paper is to be handed to the examiner upon entry to the examination.</li> </ul> <p>b) Talk</p> <ul style="list-style-type: none"> <li>• On the required skills and duties of the chosen career.</li> <li>• Time limit: 5 minutes.</li> </ul> <ul style="list-style-type: none"> <li>• The examiner will discuss with the candidate the content of the written research and the talk.</li> </ul>	20
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	<p><b>Candidate to select two from Items 4–8</b> <b>Examiner to select one from Items 4–8</b></p>	Marks
4	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>• Present information and opinions on body language, grooming and deportment in all aspects of oral communication.</li> <li>• Demonstrations may be included.</li> <li>• Time limit: 3 minutes.</li> </ul>	15
5	<p><b>Instruction / Respond to questions</b></p> <p>a) Instruction</p> <ul style="list-style-type: none"> <li>• Present a short instruction on relevant points to consider when being interviewed for employment.</li> <li>• Time limit: 2 minutes.</li> </ul> <p>b) Interview questions</p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Answer sample interview questions asked by the examiner.</li> <li>• Incorporate knowledge from research completed for Item 3.</li> </ul>	15

School Leaver's Certificate examination continues on the next page.

## School Leaver's Certificate

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6	<p><b>Social speech</b></p> <ul style="list-style-type: none"> <li>• Present one of the following social speeches             <ul style="list-style-type: none"> <li>○ A welcome speech to a guest speaker</li> <li>○ A vote of thanks to a guest speaker or demonstrator</li> <li>○ A presentation speech to a significant person or guest of honour (this may be the giving of an award, a gift to a person leaving an organisation, or other).</li> </ul> </li> <li>• Give a short introduction, explaining the importance of being proficient in social, business and everyday speech.</li> <li>• Time limit: 4 minutes.</li> </ul>	15
7	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• On the correct procedure for conducting a meeting, including information on agenda preparation, motions and the duties of the Chairperson.</li> <li>• Time limit: 4 minutes.</li> </ul>	15
8	<p><b>Discussion of technical work</b></p> <p>The examiner will ask the candidate to demonstrate and/or explain</p> <p>a) Any of the following technical skills</p> <ul style="list-style-type: none"> <li>• Audibility</li> <li>• Good vocal tone</li> <li>• Projection</li> <li>• Clarity of speech sounds and words</li> <li>• Pacing of words and sentences</li> <li>• Expressiveness in delivery</li> <li>• Variation in pitch, pace and volume</li> <li>• The use of eye contact and facial expression.</li> </ul> <p>b) Basic speech exercises for good projection, emphasis, breathing and speech clarity.</p>	15

## Proficiency Certificate (Level 8)

	Time: 1 hour. Pass mark: 70	Marks
1	<p><b>Recitation</b></p> <ul style="list-style-type: none"> <li>• Prose selection from a biography or autobiography.</li> <li>• Time limit: 4 minutes.</li> </ul>	15
2	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• On one of the following               <ul style="list-style-type: none"> <li>○ Yesterday—today—tomorrow</li> <li>○ The advertisement</li> <li>○ A chosen proverb</li> <li>○ Savoir-faire</li> <li>○ Expectations</li> <li>○ Convention</li> <li>○ Entertainment</li> <li>○ Vocation</li> <li>○ Addiction and obsession</li> <li>○ Who are my neighbours?</li> </ul> </li> <li>• Time limit: 4 – 5 minutes.</li> </ul>	20
3	<p><b>Readings (2)</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Two prose passages of contrasting styles.</li> </ul>	10
4	<p><b>Appreciation</b></p> <ul style="list-style-type: none"> <li>• An informative and persuasive appreciation of one of the following               <ul style="list-style-type: none"> <li>○ My favourite place in Australia</li> <li>○ The Australian I most admire</li> <li>○ The Australian way of life.</li> </ul> </li> <li>• Time limit: 3 minutes.</li> </ul>	10

Proficiency Certificate continues on the next page.



## Proficiency Certificate (Level 8)

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5	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• The examiner will give the candidate a topic relating to public speaking skills.</li> <li>• Preparation time: 1½ minutes.</li> <li>• Time limit: 3 minutes.</li> <li>• The examiner will give a warning at 2½ minutes.</li> </ul>	15
6	<p><b>Creative speech</b></p> <ul style="list-style-type: none"> <li>• Bring to the examination a mystery object enclosed in a dark bag or box.</li> <li>• Describe the object, give its history, extol its assets and attempt to sell the mystery object.</li> <li>• The object is to be displayed towards or at the conclusion of the speech.</li> <li>• Time limit: 3 – 4 minutes.</li> </ul>	15
7	<p><b>Social speech</b></p> <p>a) Prior to the examination, select a speech made by a well-known person, either from the past or living. Bring a hard copy of the speech to the examination.</p> <p>b) Based on the selected speech, present a vote of thanks.</p> <ul style="list-style-type: none"> <li>• Time limit: 3 minutes.</li> </ul>	15

## Proficiency Certificate (Level 8) Theory

Examination duration: 3 hours. Pass mark: 70

There will be questions chosen from the following areas

- **The speaker's voice**
  - Relaxation
  - Vocal production
  - Tone
  - Projection
  - Audibility
  - Resonance
  - Volume
  - Breath control
  - Pronunciation
  - Speech clarity
  - Common speech faults
- **Expression**
  - Emphasis
  - Pitch
  - Inflection
  - Modulation
  - Pace
  - Pause
  - Facial expression
  - Body language
  - Gesture
  - Personal mannerisms
- **Style of delivery**
  - Posture
  - Stance
  - Eye contact
  - Cue cards
  - Humour
  - Persuasion
  - Speech preparation
  - Confidence
- Exercises for practice

## Associate Diploma Communication and Public Speaking

	<p>Time: 1 hour 15 minutes. Pass mark: 70</p> <p>Prerequisite: Proficiency Certificate (Communication and Public Speaking, Communication and Public Speaking for Business, or Speech and Drama) or Professional Performance Diploma (Speech and Drama Performance)</p> <p>Minimum age: 16 years</p>	Marks
	<p><b>Notes for Teachers</b></p> <ul style="list-style-type: none"> <li>• The candidate must illustrate a high degree of competence in all areas.</li> <li>• The examiners will discuss the programme with the candidate throughout the examination.</li> </ul>	
1	<p><b>Speech</b></p> <ul style="list-style-type: none"> <li>• On a topic of the candidate's choice.</li> <li>• Time limit: 5 minutes.</li> </ul>	15
2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Read a published speech in a manner suitable for platform delivery.</li> <li>• Preparation time: 1 minute to peruse the article prior to reading aloud, to decide on the style required.</li> </ul>	10
3	<p><b>Critical assessment</b></p> <ul style="list-style-type: none"> <li>• Using the same speech as for Item 2, the candidate will be given two minutes to examine the speech further.</li> <li>• Explain the style, merit, argument and conclusion of the speech.</li> <li>• Make recommendations for the style of spoken delivery.</li> <li>• Time limit: 2 – 3 minutes.</li> <li>• The examiner will give a warning at 2 minutes.</li> </ul>	10
4	<p><b>Humorous presentation</b></p> <ul style="list-style-type: none"> <li>• Tell 3 humorous anecdotes based on a theme. The theme is to be briefly explained.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Present a short memorised comic selection.</li> <li>• Time limit: 2 – 3 minutes.</li> </ul>	10

Associate Diploma Communication and Public Speaking examination continues on the next page.

## Associate Diploma Communication and Public Speaking *continued*

5	<p><b>Self-appraisal</b></p> <ul style="list-style-type: none"> <li>• Present a self-appraisal, citing, for example, some simple personality traits, significant events in one’s life, likes, dislikes, goals, successes and failures, strengths and weaknesses.</li> <li>• Note: this is not intended to be an intrusion into any aspects of a candidate’s private life. Particulars presented are the option of the candidate.</li> <li>• Time limit: 3 minutes.</li> </ul>	10
6	<p><b>Speeches (2)</b></p> <p>a) Meetings procedure</p> <ul style="list-style-type: none"> <li>• Explain the procedure for conducting a meeting—business, social or committee.</li> <li>• Time limit: 3 minutes.</li> </ul> <p>b) Courtesy speeches</p> <ul style="list-style-type: none"> <li>• Present one of the following             <ul style="list-style-type: none"> <li>○ A chairman’s welcome</li> <li>○ A presentation speech</li> <li>○ A toast to a bride, guest of honour or other</li> <li>○ A vote of thanks to a member of staff.</li> </ul> </li> <li>• Time limit: 2 minutes.</li> </ul>	15
7	<p><b>Reading / Impromptu speaking</b></p> <ul style="list-style-type: none"> <li>• Impromptu.</li> <li>• Read aloud an editorial, leading article or commentary by a prominent columnist. It will be selected from a newspaper, significant magazine or appropriate website and will relate to current affairs.</li> <li>• Deliver an impromptu speech on the content of the article.</li> <li>• Preparation time: 2 minutes.</li> <li>• Time limit: 3 minutes.</li> <li>• The examiner will give a warning at 2½ minutes.</li> </ul>	15
8	<p><b>Talk</b></p> <ul style="list-style-type: none"> <li>• Explain the duties of a master of ceremonies at one celebration such as a wedding, wedding anniversary, coming of age, graduation party, school speech night or other.</li> <li>• Time limit: 5 minutes.</li> </ul>	15

## Associate Diploma Communication and Public Speaking Theory

Examination duration: 3 hours. Pass mark: 70

Prerequisite: Proficiency Certificate (Communication and Public Speaking, Communication and Public Speaking for Business, or Speech and Drama) or Professional Performance Diploma (Speech and Drama Performance)

Minimum age: 16 years

Questions will be asked from the following list of public speaking skills

- **The speaker's voice**
  - Vocal production
  - Tone
  - Audibility
  - Projection
  - Volume
  - Resonance
  - Breath control
  - Speech clarity
  - Formation of speech sounds
  - Pronunciation
  - Common speech faults
- **The style of delivery**
  - Serious
  - Humorous
  - Informative
  - Persuasive
  - Didactic
  - Expression in delivery
  - Phrasing
  - Pause and timing
  - Posture
  - Gesture
  - Grooming
  - Facial expression
  - Eye contact
  - Body language
  - Mannerisms and distractions

Associate Diploma Communication and Public Speaking Theory continues on the next page

## Associate Diploma Communication and Public Speaking

### Theory

*continued*

- **Preparation and delivery of a speech**
  - The purpose
  - The argument
  - Quotations
  - Choosing a topic
  - The place of humour
  - Vocabulary, language, clichés
- The occasion of the speech **Procedures**
  - Rules of debating
  - Meetings procedure
  - Duties of a chairperson
  - Duties of the master of ceremonies
  - Social speeches
- Storytelling
- Audience contact
- Confidence
- Impromptu speaking
- Conversation
- Telephone use

## Associate Teacher Diploma Communication and Public Speaking Theory

### Notes for Teachers

- Associate Teacher Diploma Communication and Public Speaking Theory consists of two papers of 3 hours each.
- Because of the pre-requisite listed below, the candidate will have demonstrated a suitable standard of knowledge in both the practical and theoretical aspects of Speech. It is the teaching ability that will be assessed in these written examinations.
- Following is a list of the study areas required.

### Paper One

Examination duration: 3 hours. Pass mark: 80

Prerequisite: Associate Diploma (Communication and Public Speaking, Communication and Public Speaking for Business, or Speech and Drama)

Minimum age: 21 years

In Paper One there will be questions chosen from the following technical areas, but they will relate to teaching technique

- **Technical skills** (explanations as well as suggested exercises for the following)
  - Relaxation, breath control, vocal quality, projection, audibility
  - Resonance, articulation, modulation, expressive delivery, pace, pause
  - Style, deportment, grooming, body language, gesture, use of cue cards
  - Overcoming nervous tension
  - Audience contact, handling interruptions
  - Confidence building
- **Preparing a speech**
  - Methods of preparing a speech—content and delivery
- **Delivering a speech**
  - Voice, clarity, microphone usage
  - Emphasis, expressive presentation
  - Entering and leaving the platform, stance, facial expression, appearance, eye contact
  - *Ad libbing*, questions, audience response
  - Visual aids
- **Reading aloud**
  - Rules for reading aloud
  - Why we need this skill
  - Different types of readings
  - Manner of holding a book
  - Use of the lectern
  - Reaching the audience
- **Communication in business**
  - Interviews: roles of interviewer and interviewee
  - Conduct of meetings
  - Oral presentation of business reports
  - Telephone usage

Associate Teacher Diploma Communication and Public Speaking Theory continues on the next page.

# Associate Teacher Diploma Communication and Public Speaking Theory

*continued*

## Paper One continued

- **Creating and delivering PowerPoint presentations**
  - Creating
  - Delivering
  - Technological requirements
  - Design considerations
  - Common faults in design and delivery
- **Social speaking**
  - The various speaking styles for different types of social speeches such as welcome, vote of thanks, presentations, master of ceremonies and compering, wedding speeches, social use of telephone, introductions, conversations
- **Impromptu speaking**
  - Useful strategies for developing successful impromptu speaking
  - The use of personal experience, current affairs, quotations, humour and other material
  - Continuity and fluency, timing
  - Control of mannerisms
  - Improvisational methods

## Paper Two

Examination duration: 3 hours. Pass mark: 80

Prerequisite: Associate Diploma (Communication and Public Speaking, Communication and Public Speaking for Business, or Speech and Drama)

Minimum age: 21 years

In Paper Two there will be questions chosen from the following areas

- **Lesson planning**
  - Aims
  - Structure of courses and lessons, outline of activities
  - Allocation of time
  - Variation in lesson programmes
  - Assessment
  - Progression
  - Oral communication / public speaking reference books and resources
  - Studio and teaching aids
  - Motivation, behaviour, enjoyment, substance, satisfaction for teacher and student
  - Private lessons or group classes
  - Age differences and requirements
- **General aspects of teaching Public Speaking**
  - Importance of studying oral communication / public speaking—the value of lessons
  - Whether we need an accepted standard of speech