

English Communication

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THE PUBLIC MUSIC & SPEECH EXAMINATION BOARD

This official syllabus of the GUILD are purposely designed to meet the needs of Private Teachers, Professional Musicians, Members of the Acting Profession and Education Institutions, as well as to cater for those of the large company, if not the majority, of music and drama lovers whose desire is to pursue the study and practice of their art chiefly for its aesthetic and spiritual values, if not for professional reasons.

Because of the character of its constitution as revealed in the “Article of Association” the GUILD is particularly suited for such a purpose. Therefore, the examination Lists will be found to be comprehensive, catering for the academically minded, the performing artist, and for those who seek recreation, cultured self-expression and the development of a rewarding and satisfying professional life. The traditional Lists encompass works ranging from the Baroque to modern day dramatists with also a significant infusion from Australian writers.

All of the work is carefully graded, and teachers preparing students for GUILD examination will have a very useful outline upon which to develop their lessons. GUILD examinations provide for a wide range of abilities and give an excellent goal for students in their speech studies. They develop a sense of purpose and direction and can be undertaken in addition to other activities, as they are not meant to be the only speech event in a student’s year.

The report provides a reliable assessment of a candidate’s progress, and contributes, through comments and marks, to the student’s development.

In all GUILD syllabi, teachers will find the requisites of a ready planned system of training for their students, in which due regard to the need for a broadly based knowledge and skill has been carefully integrated throughout the Grades and Diploma areas, so as to encourage personal speech development to the limit of the individual.

It is the sincere desire of the GUILD council that the continuing growth of the GUILD national Music & Speech education program, and of these highly developed and often innovative syllabus, will especially aid teachers and their students in the furtherance of their personal studies and interests, thereby enhancing the appreciation of the musical and dramatic arts in the community at large.

Exam Entries

Open to public entries from individual, schools, corporation, etc.

Exam are held twice yearly :- May/June (closing date 31st March)

Nov/Dec (closing date 31st August)

Latest exam forms and fees can be obtained @ www.guildexam.com

Grading

100 ~ 96 = High Distinction

95 ~ 90 = Distinction

89 ~ 85 = Honours

84 ~ 80 = B+ Credit

79 ~ 75 = B Credit

74 ~ 70 = C+ Pass

69 ~ 65 = C Pass

64 ~ 0 = Not Grade Standard (NGS)

In addition, Examiners sometimes use NGS when marking a particular section in an examination. This is always an indication that much more work remains to be accomplished in that section.

Minimum Pass Marks & Marking Criteria

- ◆ Practical K1 to K3/Beginner/Level 1–5 = 65%
- ◆ Practical Level 6–Diplomas = 70%
- ◆ Theory Grade 1–3 = 65%
- ◆ Theory Grade 4–Diplomas = 70%

“Own Choice”

As an aid to individual student development, an “Own Choice” option is allowed in every works that are listed in the syllabus.

In lower Step/Level/Grade till Grade 2, the “Own Choice” selection is left to the discretion of the teacher and/or the candidate. Teachers need not refer to the GUILD for approval of a substituted work in these grades unless; it is normal procedure to apply to the GUILD for permission to include “Own Choice” works in a candidate’s examination program.

A photocopy of the first page of the work, together with return postage, should be forwarded to the GUILD office. If approved, the “Own Choice” work will be given the GUILD stamp and dated. The candidate’s name and level of examination will be recorded. Teachers who wish to apply substitute work with “Own Choice” selection are advised to apply to the GUILD before preparing the student for examination. This is to avoid any disappointment should the works selected is not approved for the examination. All “Own Choice” approval letters are required to be kept by the teachers/schools and must be presented to the examiner upon request during the exam.

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ENGLISH COMMUNICATION

K1 / K2 / K3



Beginner Level



Level 1



Level 2



Level 3



Level 4



Level 5



Level 6



Level 7



School Leavers Certificate



Proficiency Certificate (Public Speaking)



Associate Performer Diploma (Public Speaking)
{AAGS (PS)}

These examination in 3 levels (K1, K2, K3) are designed for the very young to provide a basis for assessment in speech at a very early stage of development. In all levels, the developments of skills and confidence are the main aim and a wide variety of options are available to facilitate the requirements and to make the scope as open as possible.

Teachers or parents are allowed into the examination room so children see a familiar face and this relieves some of the stress they may feel. The level of examination is based on the child's proficiency of the English language and not on their age.

K1

**Examination Time. 5 minutes.
Pass Mark C 65.**

1. Recite a nursery rhyme **OR** sing a nursery song from memory (action may be included). 40 marks
2. Animal mime – Prepare a series of actions for each mime.
(*butterfly, bird, mouse, elephant, dog, cat, etc*) Choose any **TWO** animals. 40 marks
3. General Impression inclusive overall presentation, clarity of voice, suitable dress, eye contact, etc. Examiner will generate a friendly communication on
“*What is your name?*” “*How old are you?*” 20 marks

K2

**Examination Time. 5 minutes.
Pass Mark C 65.**

1. Recite a nursery rhyme **OR** sing a nursery song from memory (action may be included). 40 marks
2. Action Mime – Prepare a series of actions for each mime.
(*happy, sad, sleeping, laughing, crying, etc*) Choose any **TWO** actions. 40 marks
3. General Impression inclusive overall presentation, clarity of voice, suitable dress, eye contact, etc. Examiner will generate a friendly communication on
“*What is your name?*” “*How old are you?*” 20 marks

K3

**Examination Time. 5 minutes.
Pass Mark C 65.**

1. Give a brief personal introduction including family members and school
(photographs may be used). 40 marks
2. Recite two nursery poems **OR** sing two nursery songs of similar difficulty & length. 40 marks
3. General Impression inclusive overall presentation, clarity of voice, suitable dress, eye contact, etc. 20 marks

This Syllabus is designed to complement the Speech & Drama Syllabus and to provide wider opportunities for Speech on a personal level. It will also meet the requirements of many people who are in occupations where there is a special emphasis on Speech. It should be noted that Talks and Speeches should not be memorised or read. Headline notes may be used, but must be inconspicuous.

BEGINNER LEVEL

**Examination time 10 Minutes
Pass Mark. C 65**

1. RECITATION. 30 Marks

To recite from memory a selection of verse from any recognized poet. Two minutes.

2. READING. 25 Marks

The candidate will bring a story book to the examination room and read a prepared passage from it. The reading should include some dialogue. Approximately 100 words.

3. WORDS. 15 Marks

a) SPOT THE STRANGER ! (5 Marks.)

The Examiner will present the candidate with four words, one of which will be 'out of place'.

e.g. Examiner. 'Dog' 'Cat' 'Mouse' 'Flag'

Candidate. 'Flag'

Two sets.

b) SIAMESE TWINS (5 Marks.)

The candidate will name the missing 'Twin'.

e.g. Examiner. 'Brush' 'Spoon' 'Broom'

Candidate. 'Comb' 'Fork' 'Dustpan'

Three sets.

c) RHYMES. (5 Marks.)

The candidate will suggest a word to rhyme with a word given by the Examiner.

e.g. Examiner. 'Card' 'Hat'

Candidate. 'Hard' 'Cat' Five sets.

4. STORY. 30 Marks

The candidate will tell a prepared story. This could be original if desired. One to Two minutes.

LEVEL ONE.

**Examination time 10 Minutes.
Pass Mark. C 65.**

1. **RECITATION.** **30 Marks**
To recite from memory a selection of Poetry, Drama or Prose from a recognised Poet.
Three minutes.

2. **READING.** **25 Marks**
To present an impromptu reading from one chapter of a novel selected by the candidate prior to the examination.

3. **CONVERSATION.** **20 Marks**
To hold a short conversation with the Examiner concerning the novel used for the prepared reading.
e.g. 'Characters, sequence of events, climax'.

4. **TECHNIQUE.** **15 Marks**
To speak for ONE minute on a word suggested by the Examiner.
e.g. 'Chocolate'. Describe what the word conjures up in the candidate's mind.
The Examiner will give a warning signal when 10 seconds of the allotted one minute remain.

5. **MIME.** **10 Marks**
Mime an incident from the novel chosen in Section 2. One minute.

LEVEL TWO.

**Examination time. 10 Minutes.
Pass Mark. C 65.**

1. RECITATION. 25 Marks.

To recite from memory any selection of Poetry, Drama or Prose. Three minutes maximum.

2. READING. 20 Marks.

To present an impromptu reading of approximately 150 words chosen by the Examiner from a novel which has been read by the candidate prior to the examination. The novel is to be brought to the examination room.

3. ASSOCIATION OF IDEAS. 15 Marks.

From a given word, nominate four connecting link words explaining each transition. Two Minutes.

e.g. Examiner. 'Bone.'
Candidate. 'Toe.' 'Ballet.' 'Theatre.' 'Magic.'

4. TALK. 20 Marks.

On a Hobby or Interest. The talk may include visual aids, but should not be memorised. Two and a half minutes.
e.g. 'Pets'.

5. CONVERSATION. 10 Marks.

To hold a brief conversation with the Examiner. The content to be within the candidate's own experience. The Examiner will begin the conversation.

6. DISCUSSION. 10 Marks.

The candidate will discuss basic telephone procedure.

LEVEL THREE.

**Examination time. 15 Minutes.
Pass Mark. C 65.**

1. RECITATION. 25 Marks.

To recite from memory any selection of Poetry, Drama or Prose. Three minutes maximum.

2. CONVERSATION. 15 Marks.

To hold a conversation with the Examiner concerning comprehension of the memorised speaking in Section No 1. The Examiner will begin the conversation. Two minutes.

3. READING. 20 Marks.

To present an impromptu reading of approximately 150 words from a novel chosen by the candidate. The reading may include dialogue. The candidate must bring the novel to the examination room.

4. ASSOCIATION OF IDEAS. 20 Marks.

From a given word, the candidate will nominate four connecting link words. On reaching the fourth link, the candidate will present a two minute talk concerning this 'subject' word. The Examiner will give a 10 second warning signal.

5. WORD BUILDING. 10 Marks.

SUFFIXES and PREFIXES. The Examiner will give the candidate a word. The candidate will suggest another word which has been built up by the addition of a prefix or suffix.

e.g.	Examiner.	'day.'	Candidate.	'daylight.'
	Examiner.	'lucky.'	Candidate.	'unlucky.'

Five sets. (Five words).

6. RELAXATION. 10 Marks.

The candidate will improvise dialogue for a situation suggested by the Examiner. Two minutes maximum.

- e.g.
1. Returning a faulty article to a store.
 2. Asking for directions.
 3. Getting a wrong telephone number.

LEVEL FOUR.

**Examination time. 15 Minutes.
Pass Mark. C 65.**

1. RECITATION. 25 Marks.

To recite from memory any selection of Poetry, Drama or Prose. Three minutes maximum.

2. READING. 25 Marks.

PREPARED READING. (10 Marks.)
Candidate's Own choice. 150 words.

IMPROMPTU READING. (15 Marks.)
From a novel chosen by the Examiner. This will include dialogue. Approximately 150 words.

3. DISCUSSION OF TECHNICAL WORK. 10 Marks.

The candidate will illustrate the correct method of breathing for speech, with a breathing exercise and explanation of same. The exercise should suit the age of the candidate. Two minutes.

4. BRIDGE THE GAP. 15 Marks.

The candidate will link two given unrelated words in a very brief talk. The talk should begin with the first given subject word. e.g. Examiner. 'Eskimos' or 'Football.'

OR End the talk with the second given subject word. e.g. Examiner. 'Sugar' or 'Fish.'

5. IMAGINATIVE TALK. 25 Marks.

The candidate will express in words a story suggested by a picture shown by the Examiner. Three minutes.

LEVEL FIVE.

**Examination time. 15 Minutes.
Pass Mark. C 65.**

1. **RECITATION.** **25 Marks.**
To recite from memory any selection of Poetry, Drama or Prose. Three minutes maximum.

2. **READING.** **15 Marks.**
To present an impromptu reading of approximately 200 words from a biography chosen by the Examiner.

3. **BOOK REVIEW.** **25 Marks.**
To present an Oral Book Review on a book studied. Prepared, but not memorised. Headline notes may be used. The book is to be brought to the examination room. Three minutes.

4. **TALK.** **15 Marks.**
After listening to the Examiner read a passage from a book, the candidate will verbally summarise the reading. Two minutes.

5. **CONVERSATION and TECHNIQUE.** **20 Marks.**
To discuss with the Examiner the advantages of speech exercises. The Examiner will give the candidate four exercises in the form of tongue twisters, projection, resonance, lip or jaw exercises. The candidate will demonstrate these. Some discussion may take place.

LEVEL SIX.

**Examination time. 25 Minutes.
Pass Mark. C+ 70.**

1. **RECITATION.** **20 Marks.**
To recite from memory any selection of Poetry, Drama or Prose. Three minutes maximum.
2. **READING.** **15 Marks.**
To present an impromptu reading chosen by the Examiner, either from a novel or from Scripture of any religion. The candidate may state book preference. Approximately 200 words.
3. **STORY.** **20 Marks.**
To present an impromptu story developed from a theme suggested by the Examiner. e.g. 'It was the year 2000.....'
This story is intended to be imaginative and should lead to a climax. Four Minutes.
4. **PREPARED SPEECH.** **20 Marks.**
To deliver a prepared speech. The topic is to be chosen by the candidate. The speech should be persuasive or didactic. Headline notes may be used. The speech should not be memorised.
5. **TECHNIQUE and DISCUSSION.** **15 Marks.**
To discuss with the Examiner the function of resonance and the importance of resonance in voice production. Give examples. Three minutes.
6. **KNOWLEDGE and DISCUSSION.** **10 Marks.**
Candidate's choice. A discussion with the Examiner. May include some aspect of current affairs or a subject of interest to the candidate. Three minutes.

LEVEL SEVEN.

**Examination time. 35 Minutes.
Pass Mark. C+ 70.**

1. RECITATION. 15 Marks.

To recite from memory, selected lines from a published article, essay, diary or book of letters or a novel. Three minutes.

2. READING. 15 Marks.

To present an impromptu reading, chosen by the Examiner, from any Oral Communication text book. Approximately 220 words.

3. DISCUSSION. 10 Marks.

To discuss with the Examiner one aspect of Oral Communication from the following list. The Examiner will choose one. Three minutes.

- a) Timing.
- b) Voice Projection.
- c) Body Language.
- d) Deportment.

4. PREPARED SPEECH. 20 Marks.

To deliver a prepared speech - persuasive or didactic - on a topic related to Current Affairs. This should not be memorised, but headline notes may be used. Three minutes.

5. INTRODUCTION. 20 Marks.

To introduce a Guest Speaker. The subject or purpose of the speech will be the candidate's own choice. Prepared, but not memorised. Two minutes.

6. UNPREPARED TALK. 20 Marks.

To give an unprepared talk on a subject suggested by ONE of a number of short newspaper or magazine articles provided by the Examiner. Three minutes. Preparation time is an additional three minutes time limit.

SCHOOL LEAVERS CERTIFICATE.

**Examination time. 40 Minutes.
Pass Mark. C+ 70.**

There are EIGHT SECTIONS in this examination. Each candidate will be required to attempt **SIX SECTIONS. Sections 1, 2 and 3 are compulsory** and must be attempted by all candidates. The candidate will choose two of the remaining Sections and the Examiner will choose one Section from those not already performed.

NOTE:- There is NO pre-requisite theory examination required for this certificate.
This examination DOES NOT qualify a candidate for entrance to the Associate Diploma.

1. TELEPHONE TECHNIQUE & GENERAL COMMUNICATIVE SKILLS. 20 Marks.

- a) To discuss correct telephone technique, including answering the telephone, the taking and delivery of messages, the importance of an ability to give explanations fluently and to initiate enquiries.
- b) To also discuss aspects of spoken communication in relation to conversation, listening and basic social speech requirements.

Demonstrations should be included in the discussions. Time Limit. Five minutes.

2. PREPARED RESEARCH. OWN CHOICE. 20 Marks.

The candidate will prepare and present research into an area of activity in the workforce in which she/he is interested. A copy of this research must be handed to the Examiner on entry to the examination room. In the talk, some reference to the beginning skills needed for anticipated employment duties should be included. e.g. Receptionist. Trainee Manager. Office Worker. Trainee Computer Operator. Trade Skills. Personnel Officer. etc. Time Limit. Five minutes.

3. SIGHT READING AND IMPROMPTU SPEAKING. 15 Marks.

To read aloud an editorial or leading article chosen by the Examiner and to deliver an impromptu talk on the main theme of the article. Time limit. Three minutes.

4. SOCIAL SPEAKING. 15 Marks.

- a) To deliver a welcome speech to a guest speaker.
- b) To propose a vote of thanks to a guest speaker or demonstrator.
- c) To give a presentation speech to a member of staff on an important occasion.

Time Limit. Five minutes.

5. PUBLIC SPEAKING. 15 Marks.

To give prepared comments on the procedures needed for one of the following activities:-

- a) Conducting a meeting.
- b) Arranging a simple business function. e.g. Bookings. Paper work etc.
- c) Preparing and delivering a report on a business event.

Time Limit. Five minutes.

6. **BODY LANGUAGE.** **15 Marks.**

To discuss the significance of body language, good grooming, posture and deportment in the work situation. Time Limit. Five minutes.

7. **INTERVIEW TECHNIQUES.** **15 Marks.**

The candidate will answer questions which will take the form of an impromptu interview based on the information given in Section 2. Time Limit. Five minutes.

8. **SPEECH TECHNIQUES.** **15 Marks.**

The Examiner will initiate the discussion in this Section.

The candidate must demonstrate a developed understanding of the skills needed to achieve good vocal tone, projection, clarity of diction, expressiveness in speaking and the techniques required to make speech meaningful, pleasing and sincere. Basic speech exercises should be demonstrated by the candidate. Time Limit. Five minutes.

SIX SECTIONS TOTAL 100.

PROFICIENCY CERTIFICATE. (PUBLIC SPEAKING)

This examination consists of two parts - Theoretical and Practical. It is the pre-requisite Examination for entry into the Associate Public Speaking Diploma. AAGS(PS).

PART ONE. THEORETICAL.

100 Marks.

Grade Eight Written Paper. Three hours. This examination is compulsory and must be passed with a minimum C+ 70 Marks.

Understanding of the work presented in the Practical examination. There will be questions concerning: -

- * THE SPEAKER'S VOICE :- Production, Tone, Audibility, Distinctness, Resonance. Control of Breathing, Pronunciation, Common Speech Faults.
- * THE STYLE OF DELIVERY :- Phrasing, Pace, Emphasis, Pauses - Rhetorical and Oratorical, Timing, Gesture, Posture, Facial Expression, Personal Mannerisms.

PART TWO. PRACTICAL.

**Examination time. 45 Minutes.
Pass Mark. C+ 70.**

1. RECITATION.

15 Marks.

To recite from memory, selected lines from an essay, article, poem or novel. Four minutes.

2. READING.

10 Marks.

To present a humorous impromptu reading. Two minutes.

3. PREPARED SPEECH.

15 Marks.

To deliver a prepared speech on one of the following topics :- Four minutes.

- A Chosen Text or Quotation.
- A Mania for Collecting.
- Magic Moments.
- Noise.
- The Dictates of Fashion.
- The Place of Art in the World Today.
- The Problem of Old Age.
- Every Person is Both Teacher and Student.

4. VOTE OF THANKS.

10 Marks.

To propose a vote of thanks to a guest speaker who is a person of note and whose speech is available in printed form. Prepared, but not memorised. The printed speech is to be brought to the examination room. Three minutes.

5. **IMPROMPTU SPEECH.** **10 Marks.**

To deliver an impromptu speech on one of the list of subjects to be presented by the Examiner and which will relate to the candidate's own area of expertise. Headline notes may be used. Three minutes preparation time allowed.

NOTE:- Background information sheet showing particulars of the candidate's occupation and interests is required at the time of entry to the examination. A copy also to be given to the Examiner when entering the examination room.

6. **DISCUSSION.** **15 Marks.**

A discussion with the Examiner on the program presented, OR on Current Affairs. Examiner's choice. Three minutes.

7. **COMMENTS.** **15 Marks.**

The candidate should be able to speak informatively and persuasively on the topic chosen. To present comments on ONE of the following:-

- A favourite Australian location with which the candidate is familiar.
- A famous Australian personage.
- A significant Australian invention or development.

8. **PERSUASIVE LANGUAGE.** **10 Marks.**

To prepare and present a two minute persuasive talk inspired by an object chosen by the Examiner. Three minutes preparation time allowed.

ASSOCIATE PUBLIC SPEAKING DIPLOMA. “AAGS(PS)”

This examination consists of two parts - Theoretical and Practical. At the date of entry to this examination, all candidates must hold the GUILD Proficiency Certificate in Speech and Drama or in English Communication.

PART ONE. THEORETICAL

100 Marks

Written Paper. Three hours. This examination is compulsory and must be passed with a minimum C+ 70 Marks. There will be FIVE questions, each of 20 Marks, based on the following groups:-

- * **THE SPEAKER'S VOICE.**
Production: Tone; Audibility; Distinctness; Resonance: Control of Breathing; Pronunciation; Common Speech Faults
- * **THE STYLE OF DELIVERY.**
Phrasing; Pace; Emphasis; Pauses - Rhetorical and Oratorical; Timing; Gesture; Posture; Facial Expression; Personal Mannerisms.
- * **THE SPEAKER'S MATERIAL.**
Preparing and delivering a speech; Intellectual approach; The use of quotations; Figures of speech; The place of humour; Vocabulary; Impromptu speaking; Reading at sight; General rules of debating. The Purpose and Occasion.
- * **MEETING PROCEDURE.**
Duties of a Chairman; The moving of Resolutions; Introductory remarks and Votes of Thanks.
- * **TELEPHONE TECHNIQUE.**
- * **THE ART OF CONVERSATION.**

PART TWO. PRACTICAL.

**Examination Time. 50 Minutes.
Pass Mark. C+ 70.**

1. READING and SUMMARIZING. 15 Marks.

- a) To read at sight a published speech. Three minutes.
- b) To briefly summarize the argument and assess the achievement of the speech. State climactic points and comment on the style of delivery required. Five minutes.

2. PREPARED SPEECH. 20 Marks.

To deliver a prepared speech on one of the following subjects:- Brief headings may be used, but the speech must not be memorized. Six minutes.

A chosen quotation.
The doubtful value of sport.
What is an educated person?

Advertising and Ethics.
The spoken versus the written word.
Who is the 'Man in the Street'?

3. **TALK.** **20 Marks.**

To present an informative talk on the conduct of a meeting. The candidate will state the type of meeting - i.e. Business, Social Club, Committee.

This talk will be illustrated with ONE 'Courtesy' Speech from one of the following four titles:-

- Chairman's welcome.
- Presentation.
- Toast.
- Vote of Thanks.

Seven minutes maximum.

4. **DISCUSSION.** **10 Marks.**

To discuss the duties of the Master of Ceremonies at a celebration gathering such as a Wedding Anniversary, Coming of Age, Graduation Party. To also discuss the necessary Toast List. Five minutes.

5. **HOLDING ATTENTION BY THE USE OF ANECDOTE.** **15 Marks.**

To verbally relate three humorous anecdotes. Five minutes maximum.

6. **READING AT SIGHT.** **15 Marks.**

To read at sight a newspaper editorial and use the content as the basis for an impromptu speech on Current Affairs. One minute will be allowed to make the headings. Four minutes.

7. **FINAL DISCUSSION.** **5 Marks.**

To discuss with the Examiner(s) the program presented. At the Examiner's discretion this discussion may be interspersed throughout the examination. Five minutes.
