



AUSTRALIAN GUILD OF MUSIC & SPEECH

**No. 4 – Communication and Public Speaking
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FOREWORD

We welcome you to join the **Australian Guild of Music and Speech Ltd** (AGMS) family. Founded in 1969, the **AGMS** is a proud Australian, **education and examination body**.

“ *Empowering your success
is our passion* ”

The **AGMS** is driven to provide engaging, relevant, high-quality frameworks, to mould solid foundations for the next generations of musicians and speech & drama performers and educators.

The **AGMS** is unique in that there are not only examinations available for music and speech & drama students from introductory to advanced levels, including Certificate (C.Mus.AGMS), Associate (A.Mus.AGMS), Licentiate (L.Mus.AGMS) and Fellowship (F.Mus.AGMS) diplomas, however, then transitions to the **Australian Guild of Music Education Inc** (AGME) for tertiary level courses and qualifications, including Certificate I to IV, Advanced Diplomas, through to Bachelor of Music degree programs.

Below gives an insight into the values we share with our members:

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| Music/Speech. | We champion the inherent value of all types of music/speech and its enormous contribution to the emotional, intellectual, spiritual, and physical development and self-esteem of individuals and communities. We leverage our position to spread the love of music/speech and drama. |
| Kindness. | Our approach is student-centric and, at all times, we are positive, encouraging, friendly and supportive. We assist the learner to recognise and celebrate their achievements. |
| Service. | We understand the needs of teachers and respond efficiently and flexibly. Our systems and processes are simple and make exam organisation and reporting easy. |
| Integrity. | Our examination process is academically sound, impartial, transparent and delivers assessments which are consistent with international standards. |
| Excellence. | We strive for best practice in examinations and only partner with the best examiners and educators. |

Via an **Academic Advisory Committee**, the **AGMS** has formulated this syllabus.

We look forward to growing with you on your pathway of excellence.

Yours in the arts,
The AGMS Board of Directors.

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COMMUNICATION AND PUBLIC SPEAKING



INTRODUCTION

Background to this syllabus

- The Speech and Drama syllabus is the most longstanding within the Speech syllabus package.
- It is designed for individual students who wish to undertake practical speech and drama training, accompanied by equivalent theoretical studies.
- Of all the Speech syllabi, this one takes the most academic approach.
- It offers students the opportunity to achieve high level qualifications such as the Licentiate and Fellowship Diplomas.
- This syllabus is recommended for those who wish to qualify as a Speech teacher.

Notes for Teachers

- 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 practical examinations
 - Guidelines for online examinations
 - Guidelines for theory examinations
 - Guidelines for Diploma examinations
 - Suggested reference books.

STRUCTURE OF THE SPEECH SYLLABUS PACKAGE

- Speech Syllabi Background Information for Teachers
- Syllabus no 1: Speech and Drama
- Syllabus no 2: Speech and Drama Performance
- Syllabus no 3: Integrated Drama Programmes
- Syllabus no 4: Communication and Public Speaking
- Syllabus no 5: Communication and Public Speaking for Business
- Syllabus no 6: Communication and Public Speaking (ESL)
- Syllabus no 7: Communication and Public Speaking for Small Groups
- Syllabus no 8: Spoken Language Development for Class or Group
- Syllabus no 9: Choral Speaking for Class or Group

BEGINNER'S LEVEL

	Time: 15 minutes. Pass mark: 65	Marks
1	<p>Poem</p> <ul style="list-style-type: none"> ● It is recommended that the poem is from an Australian anthology. ● Time limit: 1 minute. 	30
2	<p>Reading</p> <ul style="list-style-type: none"> ● A passage of consecutive words from a simple story book. ● Time limit: 1 minute. 	25
3	<p>Sounds and rhymes</p> <ul style="list-style-type: none"> ● Impromptu. a) Sounds <ul style="list-style-type: none"> ● 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"> ○ For example, the examiner might say the sound of the consonant 'b' to which candidate might answer 'bread'. b) Rhymes <ul style="list-style-type: none"> ● 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"> ○ For example, the examiner might say 'fish' to which the candidate might answer 'dish'. 	10
4	<p>Matching pairs</p> <ul style="list-style-type: none"> ● Impromptu. ● 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"> ○ For example, the examiner might say 'brush' to which the candidate might answer 'comb'. 	10
5	<p>Story</p> <ul style="list-style-type: none"> ● Tell a story, which may be original, a story the candidate has read or a story about an event in the candidate's life. ● Time limit: 2 minutes. 	25

LEVEL ONE

	Time: 15 minutes. Pass mark: 65	Marks
1	<p>Recitation</p> <ul style="list-style-type: none"> ● Poem or prose selection from a novel. ● Time limit: 2 minutes. 	30
2	<p>Reading</p> <ul style="list-style-type: none"> ● A passage of consecutive words from a simple novel. If prose were selected for Item 1, this reading may be from the same novel. ● Time limit: 1 minute. 	25
3	<p>Spot the stranger</p> <ul style="list-style-type: none"> ● Impromptu. ● 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"> ○ For example, the examiner might say 'dog, cat, flag, mouse' to which the candidate should answer 'flag'. 	10
4	<p>Talk</p> <ul style="list-style-type: none"> ● On one of the following <ul style="list-style-type: none"> ○ A self-introduction, including for example, the candidate's skills, likes and dislikes, experiences etc ○ My favourite television programme. ● Time limit: 2 minutes. 	20
5	<p>Conversation</p> <ul style="list-style-type: none"> ● The examiner will open the conversation with a question related to one of the above presentations. Examiner's choice. 	15

LEVEL TWO

	Time: 15 minutes. Pass mark: 65	Marks
1	<p>Recitation</p> <ul style="list-style-type: none"> ● Poem or prose selection from a novel. ● It is recommended that the recitation is by an Australian author or contains content relating to an Australian theme. ● Time limit: 2½ minutes. 	30
2	<p>Reading</p> <ul style="list-style-type: none"> ● A passage of consecutive words from a novel. If prose were selected for Item 1, this reading may be from the same novel. ● Time limit: 1½ minutes. 	20
3	<p>Talk</p> <ul style="list-style-type: none"> ● On one of the following <ul style="list-style-type: none"> ○ The candidate's hobby ○ A recent holiday experience. ● Time limit: 2 minutes. 	25
4	<p>Impromptu speaking</p> <ul style="list-style-type: none"> ● Impromptu. ● Speak for 1 – 1½ minutes on a word suggested by the examiner. ● Preparation time: ½ minute. ● The examiner will give a warning at 1 minute. 	15
5	<p>Telephone procedure</p> <ul style="list-style-type: none"> ● 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. ● The examiner may enter into a discussion with the candidate at the close of the talk. ● Time limit: 2 – 3 minutes. 	10

LEVEL THREE

	Time: 20 minutes. Pass mark: 65	Marks
1	<p>Recitation</p> <ul style="list-style-type: none"> ● Poem or prose selection from a novel. ● Time limit: 3 minutes. 	30
2	<p>Reading</p> <ul style="list-style-type: none"> ● A passage of consecutive words from a novel. If prose were selected for Item 1, this reading may be from the same novel. ● Time limit: 2 minutes. 	20
3	<p>Talk</p> <ul style="list-style-type: none"> ● An instructive talk based on the candidate's own expertise. ● Explain the correct procedure/s for one of the following <ul style="list-style-type: none"> ○ Developing the skills to play a sport ○ Creating an object ○ Acquiring a certain skill. ● Time limit: 3 minutes. 	20
4	<p>Storytelling</p> <ul style="list-style-type: none"> ● Impromptu. ● 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. ● Preparation time: 1 minute. ● Time limit: 2 minutes. ● The examiner will give a warning at 1½ minutes. 	20
5	<p>Conversation</p> <ul style="list-style-type: none"> ● The examiner and the candidate will discuss the examination programme, with particular reference to the recitation, novel and instructive talk. 	10

LEVE FOUR

	Time: 25 minutes. Pass mark: 65	Marks
1	<p>Recitation</p> <ul style="list-style-type: none"> ● Prose selection from a book. ● Time limit: 3 minutes. 	30
2	<p>Reading</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"> ● Impromptu. ● The examiner will select a passage from the book chosen for Item 1, for the candidate to read aloud. <p>OR</p> <ul style="list-style-type: none"> ● Prepared. ● A passage of approximately 200 consecutive words from the book chosen for Item 1. 	20
2	<p>Reading—Online Candidates</p> <p>The candidate must bring to the examination a hard copy of <i>The Lion, the Witch and the Wardrobe</i>, by C S Lewis.</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"> ● Impromptu. ● The examiner will select a passage from <i>The Lion, the Witch and the Wardrobe</i> for the candidate to read aloud. <p>OR</p> <ul style="list-style-type: none"> ● Prepared. ● Approximately 200 consecutive words from <i>The Lion, the Witch and the Wardrobe</i>. 	

Level 4 examination continues on the next page.

3	<p>Association of ideas / Talk</p> <ul style="list-style-type: none"> ● Impromptu. ● 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. ● The candidate is to give a 1 – 1½ minute talk using the fourth word as the topic. ● For example <ul style="list-style-type: none"> ○ 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. ○ Note: avoid too close an association such as ‘mouse ... trap ... cheese ... caught,’ where all the words are related to the same act. ● The examiner will give a warning at 1 minute. 	15
4	<p>Imaginative speaking</p> <ul style="list-style-type: none"> ● Impromptu. ● 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"> ○ Tell a story using the picture as an appropriate illustration for the story. ○ Use descriptive language to explain what is illustrated in the picture. ● Preparation time: 1 minute. ● Time limit: 2 minutes. ● The examiner will give a warning at 1½ minutes. 	20
5	<p>Discussion of technical work</p> <p>The examiner will ask the candidate questions on the following areas</p> <ol style="list-style-type: none"> a) The correct method of breathing for speech, including demonstrating one suitable breathing exercise. 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. 	15

LEVEL FIVE

	Time: 30 minutes. Pass mark: 65	Marks
1	<p>Recitation</p> <ul style="list-style-type: none"> ● Prose selection from a novel. ● It is recommended that the novel is by an Australian author or contains content relating to an Australian theme. ● Time limit: 3 minutes. 	30
2	<p>Reading</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"> ● Impromptu. ● The examiner will select a passage from the novel chosen for Item 1, for the candidate to read aloud. <p>OR</p> <ul style="list-style-type: none"> ● Prepared. ● A passage of approximately 250 consecutive words from the novel chosen for Item 1. 	20
2	<p>Reading—Online Candidates</p> <p>The candidate must bring to the examination a hard copy of <i>The Wind in the Willows</i>, by <i>Kenneth Grahame</i>.</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"> ● Impromptu. ● The examiner will select a passage from <i>The Wind in the Willows</i> for the candidate to read aloud. <p>OR</p> <ul style="list-style-type: none"> ● Prepared. ● Approximately 250 consecutive words from <i>The Wind in the Willows</i>. 	
3	<p>Book review</p> <ul style="list-style-type: none"> ● Oral review of the book chosen for Item 1. ● Headline notes may be used. ● The candidate is to bring the book to the examination. ● Time limit: 2 minutes. 	20

Level 5 examination continues on the next page.

4	Creative speaking <ul style="list-style-type: none">● Impromptu.● The candidate will be shown a picture of a person, animal or object.● The candidate will have 30 seconds to study the picture.● Invent an imaginary background life for the person, animal or object.● Time limit: 2 minutes.● The examiner will give a warning at 1½ minutes.	20
5	Discussion of technical work <ul style="list-style-type: none">● 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.	10

LEVEL SIX

	Time: 35 minutes. Pass mark: 70	Marks
1	Recitation <ul style="list-style-type: none"> ● Prose selection from a work of non-fiction. ● Time limit: 3 – 4 minutes. 	25
2	Reading <ul style="list-style-type: none"> ● Impromptu. ● From a biography or autobiography. <p>(For Online exams, the reading will be emailed to the candidate once the exam has commenced.)</p>	15
3	Speech <ul style="list-style-type: none"> ● On one of the following <ul style="list-style-type: none"> ○ Today's media ○ My school years ○ So-called junk food ○ The love of sport ○ Freedom ○ Art or science ○ Laughter. ● Time limit: 3 – 4 minutes. 	20
4	Talk <ul style="list-style-type: none"> ● Impromptu. ● Speak for 1½ – 2 minutes on a topic, idea or theme suggested by the examiner. The examiner will provide the opening phrase or sentence. ● Preparation time: 1 minute. ● The examiner will give a warning at 1½ minutes. 	15
5	Storytelling <ul style="list-style-type: none"> ● Tell an Australian tall story or yarn. ● May be based on an existing story or be an original composition. ● The 'Aussie' accent and broad Australian language may be used. <p>OR</p> <ul style="list-style-type: none"> ● Tell a story describing the candidate's most embarrassing moment. <p>OR</p> <ul style="list-style-type: none"> ● Tell a story describing a humorous situation. ● Time limit: 2 minutes.	15
6	Discussion of technical work <ul style="list-style-type: none"> ● The examiner will discuss with the candidate body language and gesture in oral communication. 	10

LEVEL SEVEN

	Time: 45 minutes. Pass mark: 70	Marks
1	<p>Memorised presentation</p> <ul style="list-style-type: none"> ● Consecutive words from a published speech. ● Time limit: 3 – 4 minutes. 	25
2	<p>Reading</p> <ul style="list-style-type: none"> ● Impromptu. ● From an Oral Communication or Public Speaking text book. <p>(For Online exams, the reading will be emailed to the candidate once the exam has commenced.)</p>	15
3	<p>Speech</p> <ul style="list-style-type: none"> ● A persuasive or didactic speech on a topic related to current affairs. ● Time limit: 3 minutes. 	20
4	<p>Reading / Impromptu speaking</p> <ul style="list-style-type: none"> ● Impromptu. ● Read aloud a newspaper or magazine article. ● Deliver a short talk based on the subject matter of the article. ● Preparation time: 1 minute. ● Time limit: 1½ – 2 minutes. ● The examiner will give a warning at 1½ minutes. <p>(For Online exams, the reading will be emailed to the candidate once the exam has commenced.)</p>	15
5	<p>Talks (2)</p> <p>a) Welcome speech</p> <ul style="list-style-type: none"> ● Outline the procedure for giving a successful welcome speech. ● Time limit: 2 minutes. <p>b) Introductions</p> <ul style="list-style-type: none"> ● Present a talk with brief demonstrations on the procedure for introducing people to one another. ● Time limit: 2 minutes. 	15
6	<p>Discussion of technical work</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>Notes for Teachers</p> <p>Alternative to Level 7</p> <ul style="list-style-type: none"> • 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. <p>Exam structure</p> <ul style="list-style-type: none"> • From the eight items in this examination, the candidate is to attempt six. <ul style="list-style-type: none"> ○ Items 1, 2 and 3 are compulsory. ○ 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. 	

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

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

3	<p>Research / Talk</p> <p>a) Research prior to examination</p> <ul style="list-style-type: none"> ● 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. ● A hard copy of this research paper is to be handed to the examiner upon entry to the examination. (For Online exams, a copy of the research paper is to be provided electronically; the AGME will advise candidates/teachers of the process.) <p>b) Talk</p> <ul style="list-style-type: none"> ● On the required skills and duties of the chosen career. ● Time limit: 5 minutes. <ul style="list-style-type: none"> ● The examiner will discuss with the candidate the content of the written research and the talk. 	20
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	<p>Candidate to select two from Items 4–8 Examiner to select one from Items 4–8</p>	Marks
4	<p>Talk</p> <ul style="list-style-type: none"> ● Present information and opinions on body language, grooming and deportment in all aspects of oral communication. ● Demonstrations may be included. ● Time limit: 3 minutes. 	15
5	<p>Instruction / Respond to questions</p> <p>a) Instruction</p> <ul style="list-style-type: none"> ● Present a short instruction on relevant points to consider when being interviewed for employment. ● Time limit: 2 minutes. <p>b) Interview questions</p> <ul style="list-style-type: none"> ● Impromptu. ● Answer sample interview questions asked by the examiner. ● Incorporate knowledge from research completed for Item 3. 	15

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

6	<p>Social speech</p> <ul style="list-style-type: none"> ● Present one of the following social speeches <ul style="list-style-type: none"> ○ A welcome speech to a guest speaker ○ A vote of thanks to a guest speaker or demonstrator ○ 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). ● Give a short introduction, explaining the importance of being proficient in social, business and everyday speech. ● Time limit: 4 minutes. 	15
7	<p>Speech</p> <ul style="list-style-type: none"> ● On the correct procedure for conducting a meeting, including information on agenda preparation, motions and the duties of the Chairperson. ● Time limit: 4 minutes. 	15
8	<p>Discussion of technical work</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"> ● Audibility ● Good vocal tone ● Projection ● Clarity of speech sounds and words ● Pacing of words and sentences ● Expressiveness in delivery ● Variation in pitch, pace and volume ● The use of eye contact and facial expression. <p>b) Basic speech exercises for good projection, emphasis, breathing and speech clarity.</p>	15

LEVEL EIGHT (PROFICIENCY CERTIFICATE)

	Time: 1 hour. Pass mark: 70	Marks
	<p>Notes for Teachers</p> <ul style="list-style-type: none"> Proficiency Certificate consists of theory and practical examinations, both of which must be passed to receive the Proficiency Certificate. 	
1	<p>Recitation</p> <ul style="list-style-type: none"> Prose selection from a biography or autobiography. Time limit: 4 minutes. 	15
2	<p>Speech</p> <ul style="list-style-type: none"> On one of the following <ul style="list-style-type: none"> Yesterday—today—tomorrow The advertisement A chosen proverb Savoir-faire Expectations Convention Entertainment Vocation Addiction and obsession Who are my neighbours? Time limit: 4 – 5 minutes. 	20
3	<p>Readings (2)</p> <ul style="list-style-type: none"> Impromptu. Two prose passages of contrasting styles. <p>(For Online exams, the readings will be emailed to the candidate once the exam has commenced.)</p>	10
4	<p>Appreciation</p> <ul style="list-style-type: none"> An informative and persuasive appreciation of one of the following <ul style="list-style-type: none"> My country of residence The person I most admire The lifestyle of my country. Time limit: 3 minutes. 	10

Proficiency Certificate continues on the next page.

5	<p>Speech</p> <ul style="list-style-type: none"> ● Impromptu. ● The examiner will give the candidate a topic relating to public speaking skills. ● Preparation time: 1½ minutes. ● Time limit: 3 minutes. ● The examiner will give a warning at 2½ minutes. 	15
6	<p>Creative speech</p> <ul style="list-style-type: none"> ● Bring to the examination a mystery object enclosed in a dark bag or box. ● Describe the object, give its history, extol its assets and attempt to sell the mystery object. ● The object is to be displayed towards or at the conclusion of the speech. ● Time limit: 3 – 4 minutes. 	15
7	<p>Social speech</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. (For Online exams, a copy of the speech is to be provided electronically; the AGME will advise candidates/teachers of the process.)</p> <p>b) Based on the selected speech, present a vote of thanks.</p> <ul style="list-style-type: none"> ● Time limit: 3 minutes. 	15

LEVEL 8 THEORY (PROFICIENCY CERTIFICATE)

Examination duration: 3 hours. Pass mark: 70

Notes for Teachers

- Proficiency Certificate consists of theory and practical examinations, both of which must be passed to receive the Proficiency Certificate.

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>Notes for Teachers</p> <ul style="list-style-type: none"> ● Associate Diploma Communication and Public Speaking consists of theory and practical examinations, both of which must be passed to receive the Associate Diploma. ● The candidate must illustrate a high degree of competence in all areas. ● The examiners will discuss the programme with the candidate throughout the examination. 	
1	<p>Speech</p> <ul style="list-style-type: none"> ● On a topic of the candidate's choice. ● Time limit: 5 minutes. 	15
2	<p>Reading</p> <ul style="list-style-type: none"> ● Impromptu. ● Read a published speech in a manner suitable for platform delivery. ● Preparation time: 1 minute to peruse the article prior to reading aloud, to decide on the style required. <p>(For Online exams, the reading will be emailed to the candidate once the exam has commenced.)</p>	10
3	<p>Critical assessment</p> <ul style="list-style-type: none"> ● Using the same speech as for Item 2, the candidate will be given two minutes to examine the speech further. ● Explain the style, merit, argument and conclusion of the speech. ● Make recommendations for the style of spoken delivery. ● Time limit: 2 – 3 minutes. ● The examiner will give a warning at 2 minutes. 	10
4	<p>Humorous presentation</p> <ul style="list-style-type: none"> ● Tell 3 humorous anecdotes based on a theme. The theme is to be briefly explained. <p>OR</p> <ul style="list-style-type: none"> ● Present a short memorised comic selection. <ul style="list-style-type: none"> ● Time limit: 2 – 3 minutes. 	10

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

5	<p>Self-appraisal</p> <ul style="list-style-type: none"> ● 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. ● 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. ● Time limit: 3 minutes. 	10
6	<p>Speeches (2)</p> <p>a) Meetings procedure</p> <ul style="list-style-type: none"> ● Explain the procedure for conducting a meeting—business, social or committee. ● Time limit: 3 minutes. <p>b) Courtesy speeches</p> <ul style="list-style-type: none"> ● Present one of the following <ul style="list-style-type: none"> ○ A chairman's welcome ○ A presentation speech ○ A toast to a bride, guest of honour or other ○ A vote of thanks to a member of staff. ● Time limit: 2 minutes. 	15
7	<p>Reading / Impromptu speaking</p> <ul style="list-style-type: none"> ● Impromptu. ● 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. ● Deliver an impromptu speech on the content of the article. ● Preparation time: 2 minutes. ● Time limit: 3 minutes. ● The examiner will give a warning at 2½ minutes. <p>(For Online exams, the reading will be emailed to the candidate once the exam has commenced.)</p>	15
8	<p>Talk</p> <ul style="list-style-type: none"> ● 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. ● Time limit: 5 minutes. 	15

ASSOCIATE DIP THEORY COMMUNICATION & PUBLIC SPEAKING

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

Notes for Teachers

- Associate Diploma Communication and Public Speaking consists of theory and practical examinations, both of which must be passed to receive the Associate Diploma.
- Candidates are expected to present work that illustrates a scholarly approach to all areas of Speech theory.

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

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

- 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 THEORY DIP COMMUNICATION & PUBLIC SPEAKING

Notes for Teachers

- Associate Teacher Diploma Communication and Public Speaking Theory consists of two papers of 3 hours each, both of which must be passed to receive the Associate Teacher Diploma.
- Candidates are expected to present work that illustrates a scholarly approach to all areas of Speech theory.
- 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
- Adlibbing, 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

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