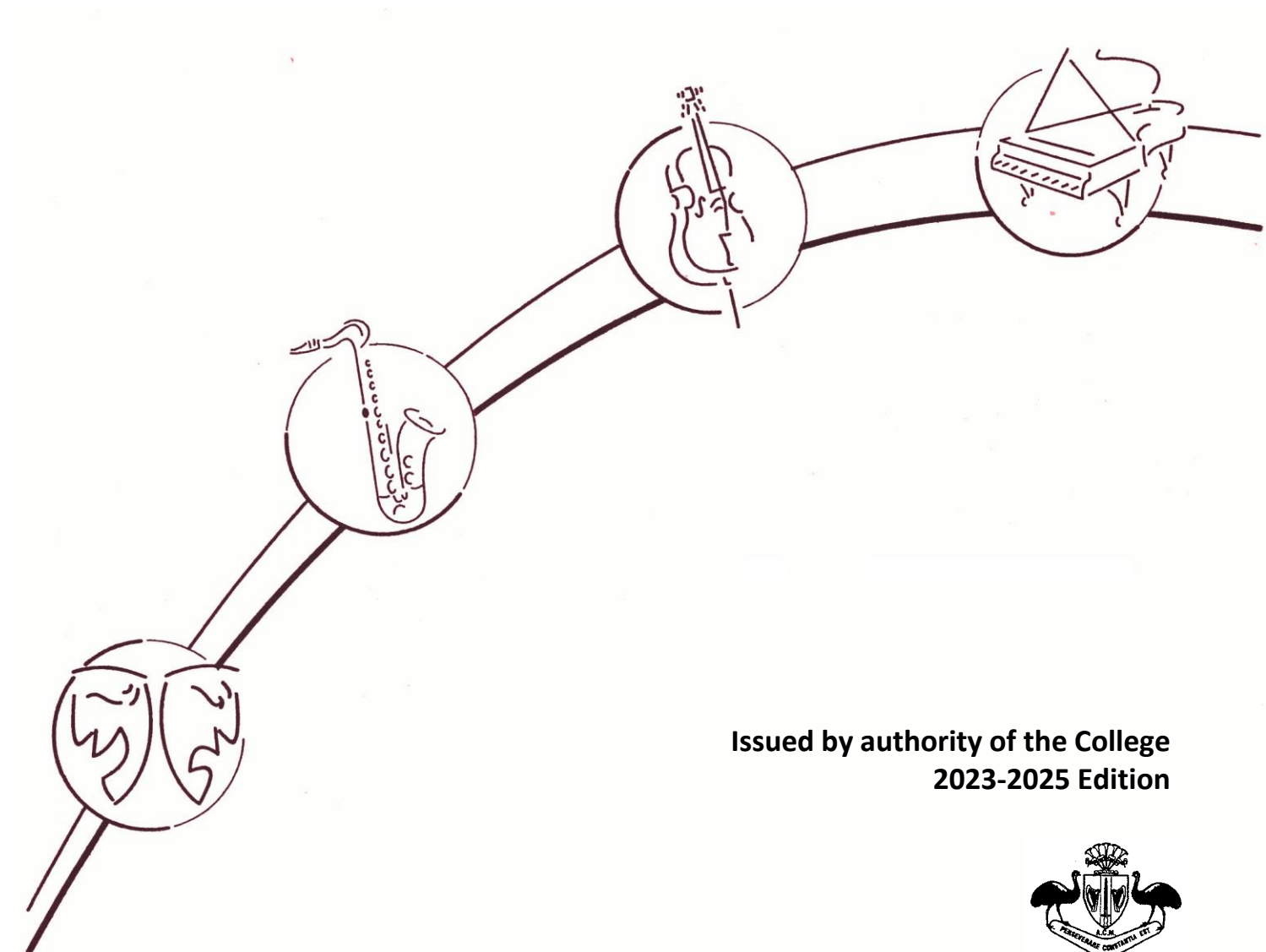


*The Australian College of Music*

# Syllabus

**Public Speaking**



Issued by authority of the College  
2023-2025 Edition





# Public Speaking Syllabus

The College is incorporated as an Examining Body for  
Music and Speech  
without share capital or other commercial attributes.

Its funds and capital are devoted solely to the  
advancement of Music and Speech and Drama.

It is a non-profit organisation.

## **ADMINISTRATOR**

Mr Terry McIvor  
Phone: 0408 345376  
Email – [admin@australiancollege.org](mailto:admin@australiancollege.org)  
[www.australiancollege.org](http://www.australiancollege.org)

## **PRESIDENT**

Mr Stephen Robinson

## **SPEECH CO-ORDINATOR**

Mrs Roslyn McIvor

For any speech enquiries please contact the Speech Coordinator  
Ph: 0409 272 597  
Email: [roslyn.mcivor@bigpond.com](mailto:roslyn.mcivor@bigpond.com)



# TABLE OF CONTENTS

## **PUBLIC SPEAKING SYLLABUS**

Rationale .....	43
Aims/Objectives .....	43
Syllabus Structure .....	43
Explanatory Notes .....	43
Preparatory Grade.....	45
Grade I .....	46
Grade II .....	47
Grade III .....	48
Grade IV .....	49
Grade V .....	50
Grade VI .....	51
Grade VII .....	52
Competency Award .....	53
Diploma in Public Speaking (Part I) - Practical.....	54
Diploma in Public Speaking (Part II) - Written/Theory .....	55
Assessment Standards .....	56

## **PLEASE CONSULT**

Aims and regulations of the College

Overall information for Speech exams

Resource Lists and Glossary of Terms

## RATIONALE

Australian citizens are being required to use a range of public speaking skills for the purposes of informal (e.g. social), semi-formal (e.g. meeting) and formal (e.g. business) interaction and exchange. The Australian College of Music recognizes that many parents and employers would regard the cognitive and skill learning offered by this *Public Speaking Syllabus* (like that of *Communication Skills*) to have very considerable life-learning potential. Candidates are offered an opportunity to develop skills related to listening, discussion, reading aloud and speech-making (both prepared and impromptu). In addition, the syllabus recognizes a need for young adults to be able to communicate thoughtfully through the presentation of information and arguments in a range of situations and using appropriate technology. This syllabus provides opportunities for candidates to complement, consolidate and extend the oral communication learning offered in Queensland school classrooms.

## AIMS/OBJECTIVES

At the conclusion of a course of study, it is anticipated that a candidate will have developed

- a knowledge of a range of prose texts and their historical/creative contexts
- an understanding of presenter (sender), audience (receiver/perceiver) and purpose as key elements in the communication process along with mode, medium and register
- processing skills of analysis and evaluation as texts are constructed/interrogated for meaning/authorial intention
- practical physical and vocal skills using prose (fictive and non/less-fictive) texts
- practical verbal and non-verbal communication skills for the delivery of a range of spoken presentations
- practical skills of time management and involving the manipulation of aids/technology
- social skills of personal independence/autonomy and responsibility
- empathy for peoples, places and times other than their own as well as an appreciation of their own contemporary culture and heritage
- an appreciation of the challenges inherent in devising and staging an examination program.

## SYLLABUS STRUCTURE

Progressing from Preparatory Grade through to the Diploma standard, candidates are expected to show increasing autonomy, independence and self-responsibility as presenters.

As the Diploma and Certificate levels are seen as discrete, each examination from Preparatory to Grade VII comprises

- List A – Prepared Speaking
- List B – Impromptu Speaking
- List C – Prose Reading  
This is “prepared reading” only to Grade V, and “prepared reading” and “sight reading” for Grades VI and VII.
- List D – Questioning (in relation to meeting procedure)  
This element is not required before Grade III.
- List E – Discussion in which the candidate will respond to the examiner’s questions about the approach taken to the preparation, interpretation and delivery of material from Lists A, B and C.  
In addition, candidates are expected to elaborate (in some depth) at least one key aspect of communication.

The only Grade level where the examination is in two parts (Practical and Written/Theory) is the Diploma level.

## EXPLANATORY NOTES

The College is aware teachers and candidates may have access to a variety of resources and spaces for examination use. The information below is provided for general guidance.

### List A: Prepared Speaking

This element of the examination allows a candidate to demonstrate skills associated with public speaking/presentation. Candidates are expected to communicate with increasing sophistication in higher examination grades and the gradation of this section has been outlined under “Syllabus Structure” (above).

Candidates need to specify a role, a purpose and a virtual audience for a presentation. For example, a candidate (in Grade VI) presenting “in role” (as an interested, aware teenager) on the occasion of the “World Day of Prayer” may define the purpose as “predominantly informational” and the audience as an “ecumenical group of mixed age and gender but predominantly women with the cleric being a rabbi.

Within the stipulations of an examination grade, the List A speaking may be delivered as a talk, formal speech, oration, eulogy, lecture, review, radio/television/digital broadcast, etc. It is important to note that List A carries the largest individual sectional weighting at 35 marks (Preparatory-Grade VII).

Notes and a lectern may be used by candidates. However, candidates will be penalized heavily for reading a presentation. It is expected that candidates will communicate in a knowledgeable, spontaneous and sincere manner.

At Certificate level, the use of technology in the form of audio/visual aids is mandatory. However, in keeping with trends in public speaking in the community, aids may be employed at lower grade levels as well. Aids must be relevant, be accessible to the reader (listener/viewer), be manageable and complement the spoken work. Set-up and take-down time should be considered in the use of electronic aids. Stand-alone devices are recommended.

### List B: Impromptu Speaking

From Grades I-V, candidates are expected to respond to the topic and the occasion as determined by the examiner. Candidates will be given one minute to prepare their response to the task and should bring a card and writing materials with which to write a few notes.

#### List C: Prose Reading

This section of the examination recognizes the reading of prose as an important social skill.

A short introduction to the text (for example, no more than thirty seconds) would be appropriate.

Examiners would expect candidates to read fluently, accurately, and with awareness of authorial intention and audience. It should be stressed that candidates must read and not recite/memorize the prose text.

#### List D: Questioning (Grades III-VII)

The purpose of this section is for the candidate and examiner to interact while discussing aspects of meeting procedure. As the purpose of this part of the examination experience is to assess a candidate's knowledge and understanding, candidates are expected to exhibit excellent listening skills, awareness, and respond to questions precisely and concisely.

#### List E: Discussion

The purpose of this element of the examination is for the candidate to demonstrate basic skills of listening and discussion by responding to the examiner's questions and comments. List E allows the candidate to explain approaches taken to the construction and delivery of Lists A, B and C (as relevant).

Teachers should note that each examination grade carries the following reminder: "A candidate's conversational speech and English usage will be considered for assessment purposes."

In addition, candidates (from Grades I-VII) are expected to be able show a detailed knowledge and understanding of (at least) one key/core aspect of communication by oral explanation and practical demonstration, and be able to relate the discussion to texts as presented in the examination by citing examples from Lists A, B and C.

These aspects of communication are summarized below, and teachers should be guided by the definitions provided in the Glossary of this document.

- Grade I - Eye contact
- Grade II - Audibility
- Grade III - Clear speech (articulation including the organs of articulation)
- Grade IV - Emphasis (including modulation) as the basis of effective communication (interesting speech)
- Grade V - The breathing process (including relaxation)
- Grade VI - Resonance (including vocal tone)
- Grade VII - Non-verbal communication and Speech negligence

At Diploma level, it is assumed candidates have a knowledge of technical material from previous grades (especially Grades VI & VII).

Examiners will expect candidates to exhibit an ability to apply their knowledge and understanding rather than rely upon rote-learning.

# **PREPARATORY – PUBLIC SPEAKING**

*Suggested Minimum Age: 9-10 years  
(Year 5 primary school)*

*Length of Examination: 15 minutes*

## **LIST A**      PREPARED SPEAKING

**(35 marks)**

The candidate will prepare and deliver a speech on a subject of his/her own choice.  
Duration: 1-1½ minutes      Brief notes may be used but the speech must not be read.

## **LIST B**      IMPROMPTU SPEAKING (Storytelling)

**(20 marks)**

The examiner will give the candidate a choice of three (3) illustrations/pictures.

After perusal of their chosen illustration/picture for one (1) minute, the candidate will tell a story based on the material suggested by the illustration/picture.

Duration: 1 minute

## **LIST C**      PROSE READING

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 100 words)

**(15 marks)**

The candidate will prepare the reading of five (5) pages from the same text and read an extract as chosen by the examiner.

**(5 marks)**

## **LIST D**      DISCUSSION

**(25 marks)**

The candidate will discuss with the examiner:

- the preparation and delivery of List A and B items and, especially, the personal benefits of speech-making
- the author and the prose text (List C)
- “consonant” and “vowel” as CATEGORIES of SOUNDS and reproducing and identifying (recognizing) such sounds in words. A candidate should show his/her knowledge and understanding of these aspects of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate's conversational speech and English usage will be considered for assessment purposes.



# **GRADE I – PUBLIC SPEAKING**

*Suggested Minimum Age: 10-11 years  
(Year 6 primary school)*

*Length of Examination: 20 minutes*

## **LIST A      PREPARED SPEAKING**

**(35 marks)**

The candidate will prepare and deliver a speech on a subject of his/her own choice.

The speech will be made at school and the principal together with a teacher will be part of the audience.

An appropriate opening address should be used.

Duration: 1-1½ minutes      Brief notes may be used but the speech must not be read.

## **LIST B      IMPROMPTU SPEAKING**

**(20 marks)**

The candidate will deliver an impromptu talk on a subject chosen by the examiner. The subject matter will relate to "clothing".

The candidate will have one (1) minute to prepare (that is, make brief notes).

An appropriate opening address should be used.

The examiner will signal when a conclusion is to be reached.

Duration: 1 minute      Brief notes may be used.

## **LIST C      PROSE READING**

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 120 words)

**(15 marks)**

The candidate will prepare the reading of five (5) pages from the same text and read an extract as chosen by the examiner

**(5 marks)**

## **LIST D      DISCUSSION**

**(25 marks)**

The candidate will discuss with the examiner

- the preparation and delivery of List A and B items and, especially, the preparation of a speech
- the author and the prose text (List C)
- the role of EYE CONTACT in discussion, presentation (speech-making) and reading.

A candidate should show his/her knowledge and understanding of this aspect of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate's conversational speech and English usage will be considered for assessment purposes.

# **GRADE II – PUBLIC SPEAKING**

*Suggested Minimum Age: 11-12 years  
(Year 7 school grade)*

*Length of Examination: 20 minutes*

## **LIST A      PREPARED SPEAKING**

**(35 marks)**

The candidate will prepare and

- deliver a speech on a subject of his/her own choice.

The speech will be made at school and the mayor of the city/region will be part of the audience.  
An appropriate opening address should be used.

Duration: 2 minutes      Brief notes may be used but the speech must not be read.

## **LIST B      IMPROMPTU SPEAKING**

**(20 marks)**

The candidate will

- deliver an impromptu talk on a subject chosen by the examiner.

The subject matter will relate to “natural things”.

The candidate will have one (1) minute to prepare (that is, make brief notes).

An appropriate opening address should be used.

The examiner will signal when a conclusion is to be reached.

Duration: 1 minute      Brief notes may be used.

## **LIST C      PROSE READING**

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 150 words)

**(15 marks)**

The candidate will prepare the reading of ten (10) pages from the same text and read an extract as chosen by the examiner

**(5 marks)**

## **LIST D      DISCUSSION**

**(25 marks)**

The candidate will discuss with the examiner.

- the preparation and delivery of List A and B items and, especially, verbal and non-verbal elements essential for effective speech presentation
- the author and the prose text (List C)
- AUDIBILITY.

A candidate should show his/her knowledge and understanding of this aspect of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate's conversational speech and English usage will be considered for assessment purposes.

# **GRADE III – PUBLIC SPEAKING**

*Suggested Minimum Age: 12-13 years  
(Year 8 secondary school)*

*Length of Examination: 25 minutes*

## **LIST A      PREPARED SPEAKING**

**(35 marks)**

The candidate will prepare and deliver a speech on an “own choice” subject to an audience (and at a venue) of his/her choosing.

A local councillor will be part of the audience.

An appropriate opening address should be used.

Duration: 2 minutes      Brief notes may be used but the speech must not be read.

## **LIST B      IMPROMPTU SPEAKING**

**(20 marks)**

The candidate will deliver an impromptu talk on a subject chosen by the examiner.

The subject matter will relate to “school surroundings and activities”.

The candidate will have one (1) minute to prepare (that is, make brief notes).

An appropriate opening address should be used.

The examiner will signal when a conclusion is to be reached.

Duration: 1½ minutes      Brief notes may be used.

## **LIST C      PROSE READING**

**(20 marks)**

The candidate will select a prose text and

- read a passage (approximately 200 words)

**(15 marks)**

The candidate will prepare the reading of ten (10) pages from the same text and

- read an extract as chosen by the examiner

**(5 marks)**

## **LIST D      QUESTIONING**

**(10 marks)**

The candidate will answer questions about meeting procedure in relation to the respective roles of the chairman, administrator and treasurer in an organization (e.g. club or society)

## **LIST E      DISCUSSION**

**(15 marks)**

The candidate will discuss with the examiner.

- the preparation and delivery of List A and B items
- the author and the prose text (List C)
- CLEAR SPEECH (articulation including the organs of articulation).

A candidate should show his/her knowledge and understanding of these aspects of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate's conversational speech and English usage will be considered for assessment purposes.

# **GRADE IV – PUBLIC SPEAKING**

*Suggested Minimum Age: 13-14 years  
(Year 9 secondary school)*

*Length of Examination: 25 minutes*

## **LIST A      PREPARED SPEAKING**

**(35 marks)**

The candidate will prepare and deliver a speech on an “own choice” subject to an audience (and at a venue) of his/her choosing.

The State Governor and the Premier (of Queensland) are part of the audience.

An appropriate opening address (applicable to the rank/status of those in the audience) should be used.

Duration: 3 minutes      Brief notes may be used but the speech must not be read.

## **LIST B      IMPROMPTU SPEAKING**

**(20 marks)**

The candidate will deliver an impromptu talk on a subject chosen by the examiner.  
The subject matter will relate to the candidate’s “community”.

The candidate will have one (1) minute to prepare (that is, make brief notes).

An appropriate opening address should be used.

The examiner will signal when a conclusion is to be reached.

Duration: 1½ minutes      Brief notes may be used.

## **LIST C      PROSE READING**

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 250 words).

**(15 marks)**

The candidate will prepare the reading of ten (10) pages of the same text and read an extract as chosen by the examiner.

**(5 marks)**

## **LIST D      QUESTIONING**

**(10 marks)**

The candidate will answer questions about meeting procedure in relation to the terms “agenda”, “minutes” and “quorum”.

## **LIST E      DISCUSSION**

**(15 marks)**

The candidate will discuss with the examiner.

- the preparation and delivery of List A and B items
- the author and the prose text (List C)
- EMPHASIS (including modulation) as the basis of effective communication (interesting speech)

A candidate should show his/her knowledge and understanding of these aspects of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate’s conversational speech and English usage will be considered for assessment purposes.

# **GRADE V – PUBLIC SPEAKING**

*Suggested Minimum Age: 14-15 years  
(Year 10 secondary school)*

*Length of Examination: 30 minutes*

## **LIST A      PREPARED SPEAKING**

**(35 marks)**

The candidate will prepare and deliver a speech on an “own choice” subject to an audience (and at a venue) of his/her choosing.

The Governor-General (of Australia) and the Australian Prime Minister are part of the audience.  
An appropriate opening address (applicable to the rank/status of those in the audience) should be used.

Duration: 5 minutes      Brief notes may be used but the speech must not be read.

## **LIST B      IMPROMPTU SPEAKING**

**(20 marks)**

The candidate will deliver an impromptu talk on a subject chosen by the examiner.  
The subject matter will relate to “Queensland”.

The candidate will have one (1) minute to prepare (that is, make brief notes).

An appropriate opening address should be used.

The examiner will signal when a conclusion is to be reached.

Duration: 2 minutes      Brief notes may be used.

## **LIST C      PROSE READING**

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 2 minutes)

**(15 marks)**

The candidate will prepare the reading of ten (10) pages of the same text and read an extract as chosen by the examiner.

**(5 marks)**

## **LIST D      QUESTIONING**

**(10 marks)**

The candidate will answer questions about meeting procedure in relation to the terms/concepts “constitution”, “committee”, “nomination”, and voting methods.

## **LIST E      DISCUSSION**

**(15 marks)**

The candidate will discuss with the examiner.

- the preparation and delivery of List A and B items
- the author and the prose text (List C)
- the BREATHING PROCESS (including relaxation).

A candidate should show his/her knowledge and understanding of these aspects of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate’s conversational speech and English usage will be considered for assessment purposes.

# **GRADE VI – PUBLIC SPEAKING**

*Suggested Minimum Age: 15-16 years  
(Year 11 secondary school)*

*Length of Examination: 35 minutes*

## **LIST A      PREPARED SPEAKING 1      (35 marks)**

The candidate will prepare and deliver a speech on an “own choice” subject to an audience (and at a venue) of his/her choosing.

A religious dignitary (e.g. archbishop, rabbi, Islamic cleric) is the guest-of-honour.

An appropriate opening address (applicable to the rank/status of those in the audience) should be used.

Duration: 5-6 minutes      Brief notes may be used but the speech must not be read.

## **LIST B      PREPARED SPEAKING 2      (20 marks)**

The candidate will prepare each of these tasks and deliver one, at the examiner’s direction, using a microphone:

- toast
- vote of thanks
- welcome to a guest

Duration: 2-3 minutes      Brief notes may be used.

## **LIST C      PROSE READING      (20 marks)**

The candidate will select a prose text and read a passage (approximately 3 minutes).      (10 marks)

The candidate will prepare the reading of fifteen (15) pages of the same text and read an extract as chosen by the examiner.      (5 marks)

The candidate will read at sight a short newspaper extract      (5 marks)

## **LIST D      QUESTIONING      (10 marks)**

The candidate will answer questions about meeting procedure in relation to the formation of a club or society, hecklers, “points of order” and “question time”.

## **LIST E      DISCUSSION      (15 marks)**

The candidate will discuss with the examiner.

- the preparation and delivery of List A and B items
- the author and the prose text (List C)
- RESONANCE (including vocal tone)

A candidate should show his/her knowledge and understanding of these aspects of communication by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate’s conversational speech and English usage will be considered for assessment purposes.

\* 3-4 minutes is the time specified for spoken/signed tasks (Year 11) in the Queensland Studies Authority *Syllabus for Senior English* (2010, p.21)

# GRADE VII – PUBLIC SPEAKING

*Suggested Minimum Age: 16-17 years  
(Year 12 secondary school)*

*Length of Examination: 40 minutes*

## **LIST A**      PREPARED SPEAKING 1

**(35 marks)**

The candidate will prepare and

- deliver a speech on an “own choice” subject to an audience (and at a venue) of his/her choosing.

A monarch and a foreign minister are among the guests-of-honour.

An appropriate opening address (applicable to the rank/status of those in the audience) should be used.

Duration: 7-10 minutes\*      Brief notes may be used but the speech must not be read.

## **LIST B**      PREPARED SPEAKING 2

**(20 marks)**

The candidate will prepare each of these tasks and deliver one, at the examiner’s direction, using a microphone:

- farewell to a guest
- tribute
- valedictory

Duration: 2-3 minutes      Brief notes may be used.

## **LIST C**      PROSE READING

**(20 marks)**

The candidate will select a prose text and read a passage (approximately 3 minutes).

**(10 marks)**

The candidate will prepare the reading of fifteen (15) pages of the same text and read an extract as chosen by the examiner

**(5 marks)**

The candidate will read at sight a short newspaper extract.

**(5 marks)**

## **LIST D**      QUESTIONING

**(10 marks)**

The candidate will answer questions about meeting procedure in relation to

- motions, resolutions, submitting, wording, “seconding a motion, order of speaking”, right of reply, “putting the question”, amendments, withdrawals, etc.

## **LIST E**      DISCUSSION

**(15 marks)**

The candidate will discuss with the examiner:

- the preparation and delivery of List A and B items
- the author and the prose text (List C)
- NON-VERBAL COMMUNICATION
- SPEECH NEGLIGENCE (faults)
  - assimilation (coalescent/juxtapositional assimilation, consonant substitution)
  - elision (consonant, vowel)
  - intrusion (consonant, vowel)
  - overuse of strong forms (instead of use of the neutral vowel for weak forms)
  - substitution (consonant, vowel)
  - transference (of final consonants to effect slurring)

A candidate should show his/her knowledge and understanding of these aspects of communication (that is, non-verbal communication and speech negligence) by oral explanation and practical demonstration, and be able to relate discussion to Lists A, B and C.

A candidate’s conversational speech and English usage will be considered for assessment purposes.

\* 4-5 minutes is the time specified for spoken/signed tasks (Year 12) in the Queensland Studies Authority *Syllabus for Senior English* (2010, p.21)

# COMPETENCY AWARD – PUBLIC SPEAKING

*Suggested Minimum Age: 16-17 years  
(Year 12 secondary school)*

*Length of Examination: 50 minutes*

The purpose of this award is to indicate that the candidate is competent in oral communication and related activities.

*To be considered competent,  
the candidate will need to achieve at least 75 marks out of 100.*

*Two examiners will be present.*

## LIST A PRESENTATION

**(30 marks)**

The candidate will consider that he/she is in a workplace situation and is required by the employer to give a “presentation” to a group of people related in some way to the work situation.

The choice of the situation and type of work is up to the candidate.

The use of visual aids is expected.

The presentation should last fifteen (15) minutes.

Effective management of visual aids within the presentation is important.

The examiners will “be in role” as members of the audience.

The candidate will be required to respond to the examiners’ questions at the conclusion of the presentation.

## LIST B IMPROMPTU SPEAKING

**(20 marks)**

The candidate will be provided with three (3) topics of current interest five (5) minutes before entering the examination.

The candidate will be required to select one topic.

The speech should be four to five (4-5) minutes in duration. A warning bell will be sounded at 4mins 30 secs, and another at 5 minutes. Microphones are not required.

N.B. There is no requirement to demonstrate microphone skills in any grade in this syllabus.

## LIST C SIGHT READING

**(20 marks)**

The examiners will provide the candidate with

- a document

**(10 marks)**

AND

- a newspaper or magazine article

**(10 marks)**

Both will be read at sight. Some time for perusal of both selections will be provided.

## LIST D QUESTIONING

**(30 marks)**

The candidate will answer questions about all aspects of

- meeting procedure (see previous grades as guide)
- chairmanship
- public meetings (e.g. types of audiences, hecklers, question time, acoustics, microphone technique, etc)
- interviewing and group discussion techniques
- the approach to the research, planning and delivery of the List A item

A candidate’s conversational speech and English usage will be considered for assessment purposes.



# ***DIPLOMA – PUBLIC SPEAKING (Dip. P.S.)***

*Suggested Minimum Age: 17-18 years  
(Year 12 secondary school or post-secondary school)*

Prerequisite: Grade VII Public Speaking or equivalent (RPL)

## **PART I – PRACTICAL EXAMINATION**

*Length of Examination: 70 minutes*

*Details of Lists A and D MUST be submitted to the college administrator ONE MONTH prior to examination.  
Two examiners will be present for the examination.*

*To be awarded a pass, at least merit standard must be achieved.*

### **LIST A      PREPARED SPEAKING**

The candidate will prepare and deliver a speech on an own choice subject.

The occasion will be one of national importance and the candidate will specify an appropriate guest list.  
An appropriate opening address (applicable to the rank/status of those in the audience) should be used.

Duration: 8-10 minutes                      Brief notes may be used but the speech must not be read.

### **LIST B      IMPROMPTU SPEAKING 1**

The candidate will deliver (before a microphone) the opening case in a debate.

The topic will be given to the candidate five (5) minutes before the examination commences.  
A bell will be rung at seven (7) minutes and again at eight (8) minutes.

Duration: 8 minutes                      Brief notes may be used.

The candidate will be interviewed by the examiners about the possible progression of the debate thereafter.

### **LIST C      IMPROMPTU SPEAKING 2**

The candidate will speak on a topic of current media interest as selected by the examiners.

Thirty (30 seconds) will be allowed for preparation.  
A bell will be rung at three (3) minutes.

Duration: 3-4 minutes

### **LIST D      PROSE READING**

The candidate will read a passage (approximately 4 minutes) from any prose text.

The candidate will read at sight a short newspaper extract.

### **LIST E      QUESTIONING**

The candidate will answer the examiner's questions in relation to

- committee meeting procedure (see previous grades as guide) especially chairmanship
- public meetings (e.g. types of audiences, hecklers, question time, acoustics, microphone technique, etc)
- interviewing and group discussion techniques

## **LIST F      DISCUSSION**

The candidate will answer questions about

- the approach to the research, planning and delivery of the List A item
- the author and the prose text (List D)
- effective speaking in terms of
  - the mechanics of voice and speech (breathing, resonance, articulation, projection, etc)
  - interesting speech (avoidance of monotony, emphasis, modulation)
  - common faults and negligence (e.g. assimilation, elision, substitution, transference, etc)

A candidate's conversational speech and English usage will be considered for assessment purposes.

## **PART II – THEORY of PUBLIC SPEAKING, (WRITTEN) EXAMINATION**

*Length of Examination: 3 hours*

*To be awarded a pass, at least merit standard must be achieved.*

The paper will consist of five (5) sections each of which may be broken into several questions.

The candidate may be required to respond to tasks using these formats:

- short-answer (e.g. multiple choice, one word or phrase response, true/false, definitions, mix-and-match, word lists, descriptions and explanations in sentences)
- short paragraph (i.e. 60-80 words, 80-100 words, 100-120 words)
- extended paragraph (i.e. 150-180 words)
- essay (approximately 450 words)

*The Macquarie Dictionary* is the standard reference for the Australian College of Music.

The candidate should be able to demonstrate a knowledge and understanding of public speaking by being able to recall, identify, classify, describe, analyse, explain and evaluate in relation to the following areas –

### **SECTION 1      ASPECTS of VOICE and SPEECH**

- Breathing methods (acceptable and faulty)
- The (basic) anatomy of breathing, voice production and speech
- Resonance and projection (including audibility)
- Emphatic and modulative techniques
- Use of gesture, eye contact and body language
- Speech negligence in Australian English

### **SECTION 2      PUBLIC SPEAKING (Speech-making)**

- The process of researching and structuring/constructing a major presentation
- Delivery modes (informational, argumentative/persuasive, entertaining, motivational, inspirational)
- Audience dynamics
- A presentation's impact/success
- Use of audio/visual technology (such as PowerPoint, slides, laptops, recorded sound, microphones, etc)

### **SECTION 3      SPOKEN COMMUNICATION SKILLS**

- Impromptu speaking
- Interviewing
- Seminar, roundtable and panel discussion
- Non-verbal communication (body language)
- Use of the electronic media (radio, television, the internet - You Tube, etc)
- Forms of address for dignitaries

### **SECTION 4      MEETING PROCEDURE**

- All aspects of meeting procedure
- The standard roles and duties of office-bearers
- Chairmanship

### **SECTION 5      GREAT SPEECHMAKERS and their SPEECHES**

- Orators and oratory/rhetoric particularly from the UK, USA and Australia since 1929.

# ASSESSMENT STANDARDS – *Speaking and Communicating & Public Speaking*

*These STANDARDS DESCRIPTORS will be used in assessing a candidate's PRACTICAL response.*

<b>ELEMENT</b>	<b>HONOURS (100-85%)</b>	<b>MERIT (84½-75%)</b>	<b>PASS (74½-65%)</b>	<b>NON-PASS (&gt;65%)</b>
<b>Prepared Presentation/s (including Specific Tasks)</b>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>accesses a wide range of very relevant factual data and information</li> <li>integrates subject material into a very coherent entity</li> <li>sensitively sustains an awareness of audience, purpose, role &amp; occasion in spoken delivery</li> <li>structures presentation/s with a highly effective manipulation of elements of communication processes (especially the use of audio/visual supports)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>accesses a variety of relevant factual data and information</li> <li>integrates subject material into a coherent whole</li> <li>sustains an awareness of audience, purpose, role &amp; occasion in spoken delivery</li> <li>structures presentation/s with effective manipulation of elements of communication processes (including use of audio/visual supports)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>accesses some relevant factual data and information</li> <li>integrates some subject material coherently</li> <li>demonstrates some awareness of audience, purpose, role &amp; occasion in spoken delivery</li> <li>structures presentation/s with some control over elements of communication processes (e.g. use of audio/visual supports)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>accesses a limited range of relevant factual data and information</li> <li>integrates subject material at times</li> <li>shows an insecure awareness of audience, purpose, role &amp; occasion in spoken delivery</li> <li>structures presentation/s with some awareness of the elements of communication processes (e.g. use of audio/visual supports)</li> </ul>
<b>Impromptu Presentation</b>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>utilizes relevant data and information as subject matter and for argumentation</li> <li>demonstrates awareness of audience, purpose, role and occasion in spoken delivery skills</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>utilizes data and information as subject matter and for some argumentation</li> <li>demonstrates a secure awareness of audience, purpose, role and occasion in spoken delivery skills</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>utilizes data and information as subject matter</li> <li>demonstrates variable awareness of audience, purpose, role and occasion in spoken delivery skills</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>utilizes some information as subject matter</li> <li>demonstrates limited awareness of audience, purpose, role and occasion in spoken delivery skills</li> </ul>
<b>Prose/Verse Reading (Prepared and/or Sight)</b>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>reads texts fluently, accurately, sensitively and spontaneously</li> <li>reads with a sophisticated control over the form and shape of texts</li> <li>demonstrates mastery of mood, meaning and authorial intention through the spoken delivery</li> <li>interprets texts with subtlety and shares textual nuances</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>reads texts fluently and accurately and with some sensitivity and spontaneity</li> <li>reads with a secure control over the form and shape of texts</li> <li>demonstrates awareness of mood, meaning and authorial intention in spoken delivery</li> <li>interprets texts with some subtlety and shares key textual nuances</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>reads texts with some fluency/accuracy and sensitivity/spontaneity</li> <li>reads with some awareness of textual forms and shape</li> <li>shows some awareness of mood, meaning and authorial intention in spoken delivery</li> <li>interprets texts by sharing key textual nuances</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>reads texts with limited fluency/accuracy, sensitivity/spontaneity</li> <li>reads with relatively little awareness of textual forms and shape</li> <li>shows little awareness of mood, meaning and authorial intention in spoken delivery</li> <li>interprets texts but shares few key textual nuances</li> </ul>
<b>Interactive Role Play</b>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>acts/reacts spontaneously to situations, actions and the spoken word</li> <li>credibly sustains role, responses and scenario</li> <li>effectively manipulates communication processes to effect resolution of a given conflict/situation</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>acts/reacts to situations, actions and the spoken word</li> <li>sustains role, responses and scenario</li> <li>manipulates key aspects of communication processes to effect resolution of a given conflict/situation</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>acts/reacts cautiously to situations, actions and the spoken word</li> <li>sustains role, responses and scenario within limits</li> <li>utilizes communication processes to effect some resolution of a given conflict/situation</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>acts/reacts to situations, actions and the spoken word with great caution</li> <li>sustains role and scenario with difficulty</li> <li>manages communication processes without effecting resolution of a given conflict/situation</li> </ul>
<b>Conversation, Discussion, Questioning and Assessment of Listening/ Viewing Skills</b>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>listens actively/effectively to questions/statements</li> <li>responds to questions/statements succinctly and very spontaneously</li> <li>draws on a wide range of relevant examples and personal experiences to sustain responses</li> <li>demonstrates a breadth of appreciation of selected texts (e.g. context, subtext)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>listens actively to questions/statements</li> <li>responds spontaneously to questions/statements</li> <li>draws on a range of relevant examples and personal experiences to sustain responses</li> <li>demonstrates appreciation of selected texts (e.g. context, subtext)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>listens to questions/statements</li> <li>responds to questions/statements sincerely</li> <li>responds drawing on some relevant examples and personal experiences</li> <li>shows some appreciation of selected texts (e.g. context, subtext)</li> </ul>	<p>The candidate ...</p> <ul style="list-style-type: none"> <li>listens to aspects of questions/statements</li> <li>responds to questions/statements in a generalized manner</li> <li>draws on a limited range of examples and personal experiences in responding</li> <li>shows only basic appreciation of selected texts (e.g. context)</li> </ul>