

Communication Skills

Qualification Specifications for
graded and certificate exams
from 2020

Grade 8 (individual), Task 2

Requirements

The candidate provides a public address in response to one of three scenarios, the outlines for which are provided by the examiner 15 minutes before the exam.

Guidance

The purpose of this task is to test the candidate's ability to:

- Put together quickly a public address that is appropriate to a given venue, audience and situation.
- formulate a structure that covers the information, sets the required tone and engages the audience
- deliver a public address infused with their own personal style.

Public address Scenarios

In addition to the scenario provided in the specifications, here are two more examples:

Venue: Restaurant

Audience: Group of close friends.

Situation: Speech at a surprise party. You are taken out to a restaurant by a close friend. When you arrive there, you discover that all your close friends are there to surprise you with a party. The party is to say goodbye to you before you move to another country to take up a new job. Although this won't be the last time you speak to your friends, this may be the last time you can all meet up together for some time.

Venue: Community hall.

Audience: Local residents of all ages.

Situation: Shelter from a hurricane. As a member of a relief organisation, you have been asked to give a quick speech to reassure people who have just arrived to escape from a hurricane. Many of the arrivals are distressed and worrying about their homes, property, friends and relatives.

Considerations

Some considerations for when you prepare your address:

- What is the purpose of the address – is it to inform, to entertain, to persuade?
- What kind of body language should you use? E.g. would you stand with your hands in your pockets, or lean against something, or take a more upright, formal stance.
- What is the format of the address? e.g. how should you begin, and is there any information that needs to be provided earlier in the speech?
- What is the tone of your speech? Is it informal, formal? What kind of language should be used?
- How might you vary the volume of your delivery where required?
- What is the venue like – does this have an effect on where your audience is located and therefore also how you deliver your address?
- What response would you expect to receive from your audience while you are delivering the speech and/or at the end of the address? How have you ensured that you cover any questions that might have been asked as part of your address?

You can make notes on cards as prompts for when you are delivering your address.