

EFFECTIVE COMMUNICATION

Effective Communication

The following examinations in Effective Communication have been designed to encourage candidates to explore their creativity and develop their communication skills. These examinations have been devised to make communication enjoyable and to offer candidates a chance to express themselves through the personal work they present. Training in Effective Communication will always be of benefit to candidates, building confidence and developing inter-personal skills that are essential for:

1. Young children who are currently studying at either primary or secondary level. Developing both reading and listening skills from an early age and also encouraging creativity through project work. Areas in presentation and formal talks will develop personal awareness and speaking skills, which will prove invaluable in everyday life.
2. The Transition examination has been designed for school going students or those in further education, offering candidates a chance to work on interview preparation and speaking skills.

Throughout the examination Candidates will be examined on the following:

Prepared conversation based on a project of the candidates own choice

Candidates will be expected to bring a small project into the examination which shall be used to initiate conversation with the examiner. This project may be a collage of visual and written material to be no longer than 2 pages of text. It could also contain a selection of visual aids, which the candidates can refer to in their talk/ presentation. The candidates should make sure that their voice is both audible and clear at all times.

Poetry

Marks are awarded for suitability of choice. It is required that candidates understand the theme of the poem and that they use vocal variety and project their speech in the appropriate manner.

Prepared Reading

When reading either a prepared or unprepared piece candidates will be expected to announce title and author and adhere to the rules of reading aloud. The voice should at all times be audible, vocal variety should be apparent. Appropriate eye contact with the examiner should be maintained during the presentation.

Certificate in Effective Communication

Candidates must choose from Certificate A OR B

Telephone Conversation

It is required in grade 4 that candidate would enter into an impromptu conversation with the examiner. The examiner will set a scenario relating to the listed areas. Candidates will be expected to respond and enter into a phone conversation with the examiner or leave a message on an answering machine depending on the area chosen by the examiner on the day of the exam.

Recommendation

Candidates will in Grade 5 be asked to recommend something to a group of people their own age within the allocated time. Marks will be awarded for use and choice of language. Candidates must make this recommendation interesting and show conviction.

Informative Talk

Candidates will be expected to give an informative talk on a topic of their own choice. Preparation and research should be evident and the talk must be delivered in a formal manner.

Sales Pitch

In Grade 6 Candidates will be expected to sell a product or service to the examiner. The recommendation should be convincing and visual aids may be used to support the pitch. The candidates should gear this to a mature audience and structure language accordingly. The aim of this is to develop the candidate's ability to sell both himself / herself or a product.

Impromptu Talk

Candidates will be expected to deliver an impromptu talk on a topic given to the candidates at the examination. The examiner is looking for the candidates' ability to communicate on a subject they have not had time to prepare. The examiner will be examining the candidates on their spontaneity and their ability to respond to a title and develop a talk on the spot. 2-3 minutes preparation time will be given to candidates during the examination to gather their thoughts.

Job Interview

Candidates will be expected to enter into a job interview situation with the examiner. **Candidates must dress appropriately and come prepared with an up to date CV.** Candidates will be expected to inform the examiner of their chosen job application, explaining how they went about applying for the position:

- ❖ By answering an advertisement.
- ❖ Through a referral by a relative or friend.
- ❖ By completing a written application form.

Short Social Speech

Candidates will be expected to pay attention to the construction of the speech and the time limit allowed. Vocal variety should be apparent and the examiner should be addressed in the appropriate manner.

Formal Talk

Candidates will be expected to deliver a formal talk on a chosen topic from the syllabus where available, or a topic of their own choice. It is important that the candidates remember that they are addressing a meeting or a formal event so the examiner (Floor) should be addressed accordingly. If a motion is to be referred to Candidates will be expected to prepare a talk for or against the motion using visual aids where appropriate.

Questions

In grades in communication Candidates will be expected to answer a variety of questions relating to any area covered in the examination. Candidates will be expected to show a clear understanding of public speaking and its benefits in 6, 7, Transition and certificate grades. The examiner will be looking for the candidates ability to communicate and show an understanding of all areas covered in exam.

Presentation

Candidates will be marked on how they initially address the examiner and on written or visual work presented in the examination. It is expected that all work be legible. Neat hand written work will be accepted and candidates will not lose marks for this. Candidates will be expected to adhere to the neat dress code as would be expected in any interview situation, for the Transition Year Examination.

Preliminary Grade

Candidates must be over 6 years of age

Schedule of maximum marks	
Presentation	10
Recital of Poem or Prose	40
Prepared Conversation	40
Questions	10

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Recital of Poem or Prose

Candidates will be expected to speak from memory a piece of prose or a poem of their choice. This recital should not exceed 1 minute.

Prepared Conversation

Candidates will be expected to converse with the examiner on any project brought into the examination. This conversation should not exceed 1 ½ minutes.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme.

Preliminary Grade

Candidates must be over 7 years of age

Schedule of maximum marks	
Presentation	10
Recital of Poem or Prose	40
Prepared Conversation	40
Questions	10

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Recital of Poem or Prose

Candidates will be expected to speak from memory a piece of prose or a poem of their choice. This recital should not exceed 1 minute.

Prepared Conversation

Candidates will be expected to converse with the examiner on any project brought into the examination. This conversation should not exceed 1 ½ minutes.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme.

Grade 1

Candidates must be over 8 years of age

Schedule of maximum marks	
Presentation	10
Recital of Poem or Prose	20
Prepared Conversation	30
Prepared Reading	20
Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Recital of Poem or Prose

Candidates will be expected to speak from memory a piece of prose or a poem of their choice. This recital should not exceed 2 minutes.

Prepared Conversation

Candidates will be expected to converse with the examiner on any project brought into the examination. This conversation should not exceed 1 ½ minutes.

Prepared Reading

Candidates will be expected to read an extract selected by the examiner from a prepared chapter of their school English Reader or a Reader of a similar standard.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme.

Grade 2

Candidates must be over 9 years of age

Schedule of maximum marks	
Presentation	10
Recital of Poem or Prose	20
Prepared Conversation	30
Prepared Reading	20
Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Recital of Poem or Prose

Candidates will be expected to speak from memory a piece of prose or a poem of their choice. This recital should not exceed 3 minutes.

Prepared Conversation on Project

Candidates will be expected to converse with the examiner on a project devised around the theme of a ***Famous Person***. Research should be apparent.

Prepared Reading

Candidates will be expected to read an extract selected by the examiner from a prepared chapter of their school English Reader or a Reader of a similar standard.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their recitals or prepared talk or both.

Grade 3

Candidates must be over 10 years of age

Schedule of maximum marks	
Presentation	10
Recital of Poem or Prose	20
Prepared Conversation	30
Prepared Reading	20
Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Recital of Poem or Prose

Candidates will be expected to speak from memory a piece of prose or a poem of their choice. This recital should not exceed 3 minutes.

Prepared Conversation on Project

Candidates will be expected to converse with the examiner on a project brought into the examination based on the theme ***Famous Place***. Research should be apparent.

Prepared Reading

Candidates will be expected to read an extract selected by the examiner from a prepared chapter of their school English Reader or a Reader of a similar standard.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme.

Grade 4

Candidates must be over 11 years of age

Schedule of maximum marks	
Presentation	10
Prepared Conversation	30
Telephone Conversation	20
Prose or Poetry	20
Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Prepared Conversation on Project

Candidates will be expected to converse with the examiner on a project devised around an *Irish Theme*. Research should be apparent.

Telephone Conversation

Candidates will be expected to improvise a telephone conversation based on one of the following situations:

1. Making an appointment
2. Cancelling a booking
3. Leaving a message for someone

The examiner will choose the scenario on which they wish the conversation to be based upon on the day of the examination. This call will last no longer than 2 minutes.

Prose or Poetry

Candidates will be expected to speak from memory a short poem or recite a passage of approximately 14 lines from any chosen piece of prose.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme.

Grade 5

Candidates must be over 12 years of age / 1st year.

Schedule of maximum marks	
Presentation	10
Prepared Conversation	30
Short Recommendation	20
Prose or Poetry	20
Conversation & Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Prepared Conversation on Project

Candidates will be expected to converse with the examiner on a project brought into the examination based on a theme of the candidates own choice. Research should be apparent.

Short Recommendation

Candidates will be expected to make a recommendation to a group of people of their own age e.g. A Film, A Book, A Videogame etc. The recommendation should last no longer than 3 minutes and may include merchandise or quotes relating to recommendation.

Prose or Poetry

Candidates will be expected to speak from memory a short poem or recite a passage of approximately 14 lines from any chosen piece of prose.

Conversation and Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their recital or prepared talk or both.

Grade 6

Candidates must be over 13 years of age / 2nd year.

Schedule of maximum marks	
Presentation	10
Prepared Conversation	30
Informative Talk	20
Prose or Poetry	20
Questions	20

Presentation

Candidates will be expected to greet the examiner in the appropriate manner and marks awarded will be a reflection of the candidate's ability to communicate effectively throughout the exam. At the start of the examination candidates should present a copy of each set piece and/or own choice piece to the examiner. All material presented must be neat and legible. Marks are awarded for the standard of written/printed chosen selections.

Prepared Conversation on Project

Candidates will be expected to converse with the examiner on a project brought into the examination based on a theme of the candidates own choice. Research should be apparent and vocal variety should be evident throughout.

Informative Talk

The candidates are expected to give a talk lasting no longer than 3 minutes on any topical issue.

Prose or Poetry

Candidates will be expected to speak from memory a short poem or recite a passage of approximately 14 lines from any chosen piece of prose.

Questions

Candidates will be expected to have a short conversation with the examiner and answer any questions he / she may have in relation to their programme

Grade 7

Candidates must be over 14 years of age / 3rd year.

Schedule of maximum marks	
Sales Pitch	30
Formal Talk	30
Unprepared Reading	10
General Conversation	10
Questions	20

Sales Pitch

Candidates will be expected to sell themselves in a certain role or sell a product or service to the examiner. This section of the examination should not exceed 3 minutes.

Formal Talk

Candidates will be expected to deliver a prepared talk on any subject chosen by the candidates, using visual aids when appropriate. They must construct the speech accordingly and pay attention to language and structure. This talk must not exceed the 5 minute time limit.

Unprepared Reading

The candidates are expected to read a passage of prose selected by the examiner. They will be given 1 minute to prepare this piece during the examination.

General Conversation

Candidates will be expected to enter into a conversation with the examiner on any topical story of the week.

Questions

Candidates will be expected to answer questions on any area of the examination. This will include the techniques of public speaking and related areas.

Transition Year Programme

Candidates must be over 15 years of age

This examination will last for approximately 20 minutes

Schedule of maximum marks	
Job Interview	40
Prepared Talk	30
Impromptu Talk	10
Questions	20

Job Interview

Candidates will be expected to enter into a job interview situation with the examiner. The examiner will take on the role of the interviewer and the candidates the interviewee. The candidates should come prepared with an up to date CV and should inform the examiner of the position for which they are applying. Candidates will also be requested to provide the examiner with a letter of application for the position before the examination commences.

Prepared Talk

Candidates will be expected to deliver a prepared talk on any subject chosen by the candidates, using visual aids when appropriate. They must construct the speech accordingly and pay attention to the structure of the talk ensuring they do not exceed the 3 minute time limit.

Impromptu Talk

Candidates will be expected to deliver an impromptu talk on one of a selection of topics given to the candidates at the examination. Preparation time is 2 minutes and the talk should last no longer than 2 minutes.

Questions

Candidates will be expected to answer questions on any area of the examination. This will include the techniques of public speaking and related areas.

The candidates have a choice in this section. They can choose Certificate A OR Certificate B in Effective Communication. They must inform the examiner of their choice prior to sitting the exam.

Certificate in Communication : A

Candidates must be over 16 years of age

Schedule of maximum marks	
Prepared Formal Talk	50
Short Social Speech	20
Unprepared Reading	10
Discussion	20

Prepared Formal Talk

Candidates will be expected to deliver a formal talk on any area of The Arts OR Current Affairs. The candidates must be aware of their audience, use vocal variety, pay attention to the structure of speech and use visual aids accordingly. This talk should not exceed 7 minutes

Short Social Speech

Candidates will be expected to deliver a prepared talk lasting no longer than 5 minutes to a social gathering. This is an informal talk and the following are examples of situations where one might be expected to give a social speech – A wedding, an awards ceremony at work or at school where awards are presented and received. These are just a few examples of social gatherings where the candidates may be called upon to deliver a social speech.

Unprepared Reading

Candidates will read a passage of prose selected by the examiner. They will have 1 minute to prepare this piece.

Discussion

Candidates will be expected to hold a discussion with the examiner on all aspects of communication. This will include the techniques of public speaking and related areas.

Certificate in Communication : B

Candidates must be over 16 years of age

Schedule of maximum marks	
Discussion	50
Recital	30
Unprepared Reading	10
Discussion	10

Discussion

Candidates will be expected to hold a discussion with the examiner on Current Affairs AND The Arts.

Candidates should show an ability to debate views and evidence of research is necessary. Candidates should show in their discussion that they have read the papers and listened to the news in the weeks preceding the examination.

Recital

Candidates will be expected to give a recital of poetry, prose and drama, with suitable linking material. Music and mime may be included. The time limit is 12 minutes for this recital. A discussion with the examiner will follow.

Unprepared Reading

Candidates will read a passage of prose selected by the examiner. They will have 1 minute to prepare this piece.

Discussion

Candidates will be expected to hold a discussion with the examiner on how they prepared for their examination and on the relevance of this examination towards communication.