

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

**Hanover House
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NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number- 7110521 **-Session-1991-92**
-Superclass- KB

-Title- **PUBLIC SPEAKING (x¹/₂)**

-DESCRIPTION-

Purpose This module is designed to develop skills and confidence in speaking in public, in vocational and social contexts appropriate to the student's needs and interests.

It could be helpful to many students, eg. those whose current or anticipated future occupation involves selling, public relations, training or industrial relations; those who wish to develop skills in public speaking in order to play a fuller part in clubs, societies and social occasions; and those who wish to prepare for a particular event, such as an oral presentation of a thesis, or a public speaking competition.

Preferred Entry Level 7110031 Communication 2 or Standard Grade English at General Level; or an equivalent level of experience.

Outcomes

1. prepare for the delivery of a speech for public presentation;
2. deliver a speech in public.

Assessment Procedures Acceptable performance in this module will be satisfactory achievement of all the Performance Criteria specified for each Outcome.

The following abbreviations are used below:

PC Performance Criteria
IA Instrument of Assessment

Note: The Outcomes and PCs are mandatory and cannot be altered. The IA may be altered by arrangement with SQA. (Where a range of performance is indicated, this should be regarded as an extension of the PCs and is therefore mandatory.)

Formative assessment should operate as an integral part of learning and teaching in the module. It may include self-assessment, assessment by peers and assessment by the tutor.

Summative assessment of both Outcomes 1 and 2 will take place towards the end of the module when each student makes a speech in public. Students may make use of cue notes but must not read a prepared speech. Opportunities for re-assessment should be provided.

OUTCOME 1 PREPARE FOR THE DELIVERY OF A SPEECH FOR PUBLIC PRESENTATION

- PCs
- (a) A research plan is implemented systematically.
 - (b) Notes prepared from research materials are detailed.
 - (c) A plan for the effective delivery of the speech is complete.
 - (d) Identification of key points within the speech is accurate.
 - (e) Prepared cue cards or notes are clear and concise.

IA Assignment

The student will prepare for the delivery of one public presentation.

PC. Note: The word 'plan' would cover such elements as length of time available for delivery of the speech, sources of information, timetable of research activities.

Satisfactory performance will be achievement of all the Performance Criteria.

OUTCOME 2 DELIVER A SPEECH IN PUBLIC

- PCs
- (a) Voice production and audibility are appropriate to purpose, audience and situation.
 - (b) Features of delivery are appropriate to purpose, audience and situation.
 - (c) Presentation of all essential information, with supporting detail, is accurate and coherent.

IA Assignment

The student will deliver a speech lasting a minimum of 7 minutes and having an upper limit of 10 minutes.

PC Note: "Features of delivery" should include articulation, tone, modulation, pace and non-verbal signals.

Satisfactory performance will be achievement of all the Performance Criteria.

**The following sections of the descriptor are offered as guidance.
They are not mandatory.**

CONTENT/CONTEXT

Corresponding to Outcomes 1-2:

1. The following aspects of planning and preparation should be covered:
 - establishing the purpose of the presentation;
 - researching the topics;
 - marshalling the facts and arguments;
 - taking account of the size and nature of the audience and its knowledge of the subject matter;
 - preparing notes to speak from;
 - preparing a presentation to a specified length;
 - rehearsal for fluency.

 2. The following elements of effective delivery should be developed:
 - communicating clearly without omission of essential content;
 - ordering and presenting ideas and evidence in support of an argument;
 - selecting and sequencing the main elements;
 - using voice, content and delivery appropriate to purpose, situation and audience:
 - elements of voice - breath control, diction, projection, modulation;
 - elements of content - coverage, depth, vocabulary, register, relevance to audience, style;
 - elements of delivery - clarity, projection and volume, stance, gesture, expression and eye contact, pace, structure.
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SUGGESTED LEARNING AND TEACHING APPROACHES

The main emphasis in the module should be on each student preparing to deliver a speech in public.

Work should be undertaken in a range of groupings, some whole class, some small group and some individual.

Each student could be invited to give a short (3 minutes) impromptu talk on themselves. The group could then reflect on the experience and identify strengths and weaknesses.

A series of activities should establish the principles of public speaking. These could include: discussing the experiences of the group, watching and taking notes from videos and listening to visiting speakers.

Students could work in small groups preparing and making speeches. Exercises could include speeches for social occasions, votes of thanks, official openings and other exercises negotiated by the students with the tutor. Impromptu talks could also be useful.

Formative work could be video taped for analysis and criticism.

For each student the culmination of the work in the module is the preparation and delivery of a speech in public to the whole group and any invited parties. Each student should negotiate the subject of his/her speech with the tutor.

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