

Speak to a specified audience in a predictable situation

Level 3

Credits 3

Purpose People credited with this unit standard are able to give an informative talk and deliver a prepared social speech, to a specified audience in a predictable situation.

Subfield Communication Skills

Domain Interpersonal Communications

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation by NZQA.

Standard setting body (SSB) NZQA Communications Skills

Accreditation and Moderation Action Plan (AMAP) reference 0023

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 Body language is defined as using non-verbal cues to communicate with others.
- 2 Predictable situation:
An event or occasion with known people and a known purpose: it is unambiguous and follows a logical or known format.
- 3 Voice modulation for hearing impaired people will be demonstrated through a sign language interpreter voicing the message of the signer.
- 4 An assessment resource to support this unit standard can be found on the NZQA website at: <http://www.nzqa.govt.nz/for-providers/resources/docs/coreskills.pdf>

Elements and performance criteria

Element 1

Give an informative talk to a specified audience in a predictable situation.

Range it is recommended that the talk be no more than four minutes;
the subject of the talk can be based on personal interest and audience requirements.

Performance criteria

- 1.1 The talk is prepared to meet audience requirements.
- 1.2 Any visual aids and demonstrations used to complement the talk are clear with equipment used in accordance with manufacturer's specifications.
- 1.3 The structure and length of the talk are suited to the situation.
- 1.4 Vocabulary, structure, non-verbal communication, voice modulation, and projection fit the situation, content, and audience.

Element 2

Deliver a prepared social speech to a specified audience in a predictable situation.

Range the speech may be but is not limited to one of – welcome, farewell, congratulations;
it is recommended that the speech be no more than two minutes.

Performance criteria

- 2.1 The speech is prepared to meet audience requirements.
- 2.2 The content and tone are suited to the situation.
- 2.3 The structure and length of the speech are suited to the situation.
- 2.4 Vocabulary, structure, non-verbal communication, voice modulation, and projection fit the situation, content, and audience.

Please note

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services ngs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.