



**COMMUNICATION IN  
LEADERSHIP  
FROM PUBLIC SPEAKING &  
COMMUNICATION SYLLABUS  
2016**



# Introduction to Communicating in Leadership

*Total time: 20 minutes*

*This examination is designed for Intermediate students of Year 7 or 8 who are considering or prepared to accept leadership at Year 8 level. However, students of any age may find it a useful part of their training for leadership.*

An audience is optional for this examination. The use of visual aids, where appropriate, is encouraged.

1. Research a New Zealand leader of your choice. This person may be local or national. Give an informative talk on this person.  
The talk may include: the leader's attributes, background, influence on others, key events their life and how they are viewed by others. *(Limit 4 minutes)*  
Specify the audience for whom your talk is intended.  
Be prepared to discuss your idea of leadership and the reasons for your choice of leader. The examiner may invite questions from the audience.
2. Give a prepared social speech appropriate to your situation and/or area of leadership. Specify the occasion. *(Limit 2 minutes)*
3. Introduce yourself to an appropriate audience for a leadership role. The introduction will include relevant information about you and the skills and experience you can offer the role. *(Limit 2 - 3 minutes)*  
The introduction may include a pepeha.  
Specify the audience and occasion. This may be to an assembly, a leadership / management team, sports / arts team...  
Notes and visuals are not required for this exercise.
4. Take part in an impromptu exercise related to leadership and set by the examiner. Range: announcement, team talk, role play, interview, explanation. *(Limit 2 minutes)*

## Learning Criteria

In order to achieve well in this level you should:

- be audible and intelligible
  - use appropriate vocabulary to support ideas
  - specify the audience
  - observe the time limits
  - speak confidently and be audience focused in delivery.
1. Select content for your **talk** that is suited to the specified audience.  
Present ideas in an extempore style.  
Develop ideas logically.  
Link the main points.  
Include personal opinions, if appropriate, supported by reasons or examples.  
Integrate visual aids throughout the talk.  
Extend the audience's awareness and knowledge of leadership.  
In **discussion**, listen, respond and give reasons and/or supporting examples.
  2. In your **social speech** meet the criteria and purpose of the particular occasion.  
Select a style appropriate for the audience, speaker and message.  
Structure the speech.  
Use names correctly and clearly.  
Share a sense of occasion with the audience.  
Speak sincerely and with courtesy.  
Lead the clapping if applause is required.
  3. The presentation is relevant and appropriate to the audience and occasion.  
Shows an awareness of audience.  
Is confident and convincing.
  4. In all **impromptu** exercises use content and structure suited to the audience, topic and situation.  
Use a logical development of ideas.  
Use language appropriate to the audience and occasion.  
Observe common courtesies in all options.

*continued ...*

**Announcement**

Gain attention of the given audience.

Give specified information logically and simply and repeat key details.

Give additional information that will encourage your listeners to listen and remember the details.

Recap the main points.

**Team talk**

Support the team.

Focus on the key points of the talk.

Inspire the team to higher levels of achievement.

**Role play**

Create a real life situation, using appropriate setting and characters.

Find appropriate ways to resolve problems and/or conflict.

Use clear positive language in finding a way to resolve the problem or conflict.

**Interview**

Use a manner appropriate to the given circumstances.

As **interviewer** make appropriate introductions, control the shape of the exercise and bring the interview to a logical conclusion.

Ask open-ended questions, listen to the answers and probe for further information.

As **interviewee** listen and respond to the questions.

Work to extend ideas and offer further information.

**Explanation**

Clearly state and interpret the relevant details of a subject.

Extend the information already given.

Add further examples of that information.

# Notes:

# Communicating in Leadership

*Total time: 30 minutes*

*This examination is targeted to Year 12 students and Year 13 students or those in tertiary study catering specifically for leadership training. This examination can be readily adapted to suit the needs of adults.*

It is optional to have an audience present as part of your discussion group.

General communication skills will be assessed throughout the examination. The use of visual aids, where appropriate, is encouraged.

1. **Give a persuasive speech** to establish a point of view on a civic or school community issue and substantiate it with supporting research.

You must specify the audience, purpose and situation for which the talk is intended.

*(Limit 6 minutes)*

2. **Give a social speech** appropriate to your area of leadership responsibility or intended leadership situation.

Examples are a welcome, vote of thanks, tribute, introduction of a speaker, presentation of a gift or a farewell.

You must specify the audience and situation for which the talk is intended.

*(Limit 4 minutes)*

### 3. Prepared Reading and Discussion:

- i) a) Bring to the examination an article about any current New Zealand leader.

Research the leadership qualities of the person selected.

Briefly outline the leadership role of this person to your audience.

- ii) Have a discussion with the examiner about the article.

*or*

- i) b) Bring to the examination an article which discusses any aspect of leadership.

Research the aspect.

Summarise the article for the examiner.

- ii) Read a prepared section from the article then give a concluding statement.

*(Limit 10 minutes)*

The article must be submitted to National Office no later than five business days prior to the first day of tour.

4. Give an impromptu talk on a role model. Candidates will prepare background information on a field of their choice, e.g. sport, academia, arts, community. The candidate should be prepared to speak about several people from this field. After discussion with the candidate the examiner will select one person from this field.

**The candidate will give an impromptu talk** on why this person could be regarded as

a role model.  
Two minutes' preparation time.

*(Limit 3 minutes)*



# Learning Criteria

In order to achieve well in this level you should:

- demonstrate voice and speaking that is clear and appropriate to support the work presented
  - develop command of discussion skills
  - manage time effectively.
1. Select a relevant topic with opportunity for in depth research.  
Relate content to a specific audience and purpose.  
Develop a logical argument with persuasive elements.  
Draw statements and opinions from the research and state these clearly with credibility and integrity.  
Conclude with a call to action.  
Integrate visual aids throughout the **talk** to support the information given and aid the understanding of the audience.  
Demonstrate an extempore style of delivery.
  2. Meet the purpose of the **social speech**.  
Gain the attention of the audience appropriately.  
Use style appropriate to audience, speaker and message.  
Use a structure suited to the purpose.  
Share sense of occasion with the audience.
  3.
    - i. Justify the selection of the person and the article.
    - ii. Show an understanding of leadership skills as covered in the article.
    - iii. Read fluently and confidently using eye contact, emphasis and pause.  
Connect with the audience.  
Give a convincing concluding statement.
  4. Demonstrate an understanding of at least three components of leadership, eg shares knowledge, is inspiring, is courageous.  
Relate your understanding of leadership to the role model.  
Structure the **talk** logically.  
Connect with the audience present.

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