



# TEACHER ALERT

Oct'23

**“If you can read this, thank a teacher.”**

**– Harry S. Truman**

We are in the final stretch of the year and what a year it has been! We hope you take the time to give yourself a huge pat on the back for everything you have achieved this year, both personally and professionally. Your students are very lucky to have you.

We have had a delightful few months talking to Speech New Zealand students about how their training has built their confidence and positively impacted their life. Some of these interviews are now live on our [website](#) but there are more to come!

If you or any of your students have a success story you would like to share, please contact Kelly :

[kelly.gilbride@speechnz.co.nz](mailto:kelly.gilbride@speechnz.co.nz)

We would love to hear from you.

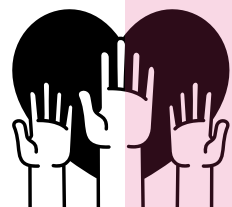
## TEAM BUILDING

The Speech New Zealand National Office Team descended on Pōneke | Wellington in September for two days of team building.

We went to the Atlantis Escape Room (highly recommend) one afternoon and, despite it being the hardest escape room and only Claire having done one before, we managed to escape in one piece (with an additional 10 minutes added to the clock!)



We hope you and your team are planning a fun Christmas get together and if you're a sole trader that you plan a solo 'team' building day / Christmas party.



# TEACHER RESOURCES

Syllabus reminders from NZ Examiner Karen Austin



Oct'23

## **FLEXI SPEAKING & PERFORMING**

If you have two students who are going into the examination but one student is not sitting the exam please write this on the programme. The reasons for this would most likely be for a characterisation or improvisation.

## **PUBLIC SPEAKING & COMMUNICATION**

Grade 6 Module 2 Section One  
Note, it is not a requirement for the candidate to bring in a chart or poster with headlines for the talk. This is down to teacher and student preference.

## **ASB MODULE ONE**

Section one  
The historical speech given needs to be the full speech, not an excerpt.

## **PROFESSIONAL SPEAKING**

At all three levels, it is no longer a requirement to have an audience, this is completely optional.

When creating a workplace scenario, candidates that are still in school can use their imagination to create a believable situation.

## **SPEECH & DRAMA**

### Poetry

Gesturing and actions are acceptable to emphasise words and meaning but should not dominate the poem.

### Grade 5 Module 1 Section 2 & 3

Ensure that students are able to identify and discuss the different poetic devices in their poem.

### Grade 6 Module 1

Students need to be able to confidently discuss and compare the three poems they take into the exam along with the poem they have memorised.

## **ASB & AASB**

### Diploma Section 1 Speech & Drama

When candidates choose to read one section of the 15-minute programme, ensure that it is not the longest component of the programme! Aim to achieve an appropriate timing balance between the selected texts.



# TEACHER RESOURCES



Oct'23

Little Did You Know: Advice for a Sole Trader

## STAYING IN THE KNOW

Running your own business isn't easy. As sole traders, there is a lot to stay on top of. Luckily, there are plenty of resources out there with information on claiming expenses, how to thrive in a digital world, how to run a smart business and more. Plus, there are so many helpful apps and organisations to connect you with other like-minded individuals.

## YOUR FRIEND HNRV

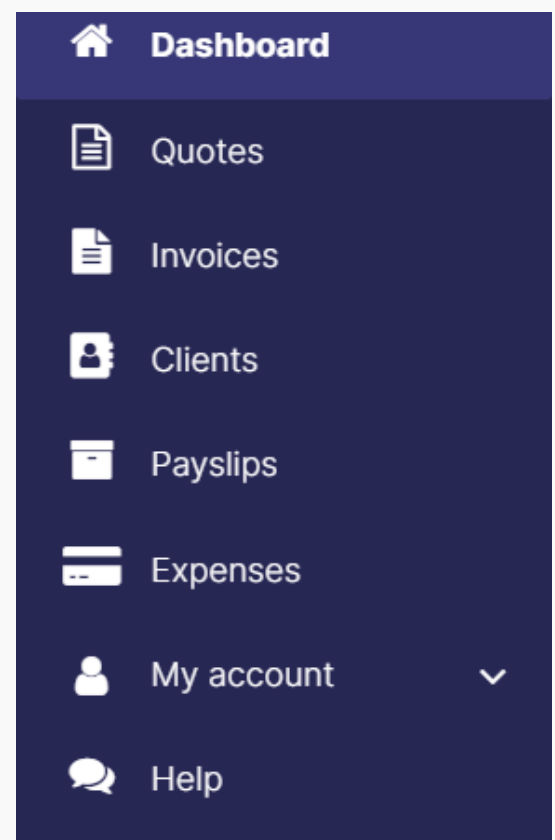
[Hnry](#) is a user-friendly accountant and tax automation tool for sole traders. They promise to do *all your financial admin so you never think about tax again*. They really live up to it! It's easy to sign up and set up and inexpensive! They offer lots of resources for sole traders and are on-call to answer any and all of your burning questions.

Signing up is easy and you will immediately get full access to Hnry services. There is no sign-up fee and it's easy to cancel - but it's so easy and efficient, you won't want to!

Hnry has an extensive [getting started guide](#) if you get lost!

## USING HNRV

You can create invoices and quotes through Hnry, add clients, monitor your payslips and add your expenses. They do the rest - they manage all your tax, GST, manage expense claims and estimate your reduction rate in income tax. At the end of the financial year, they will even do your tax return.



# TEACHER RESOURCES



Oct'23

Little Did You Know: Advice for a Sole Trader

## INVOICE LIKE A PRO

Hnry has a fantastic and extensive guide to the art of invoicing. Get your invoices right and avoid any hiccups with your clients!

Hnry resources will take you right back to basics. They explain what an invoice is, what needs to be included and what to do if you are GST registered. [For more information](#)

**Hnry invoice**

Your trading logo

Client details

Description of service

Payment details

TAX INVOICE

YOUR LOGO

Client Name

Invoice number: INV-000000

Invoice date: 09/05/2023

Payment due: 20/05/2023

Description	Qty	Unit Price	GST	Total (excl GST)
	1.00	\$55		
Subtotal (excl GST):				\$0.00
Total GST:				\$0.00
Amount due:				\$0.00 NZD

Please make payment to:  
0000-0000-0000-00

When paying, please use the reference: INV 000000

For any queries relating to this invoice please contact

Powered by Hnry

Invoice number

Invoice Issue date

Invoice due date

Total amount due

Your hourly rate OR price per product/service

# TEACHER RESOURCES



Oct'23

Little Did You Know: Advice for a Sole Trader

## CLAIMING EXPENSES

Find out what you can claim and how you can claim it to reduce your overall tax bill! Check out this [handy resource](#) and consider creating an account with [business.govt.nz](#) to have easy access to more of their amazing resources.

### Working from home

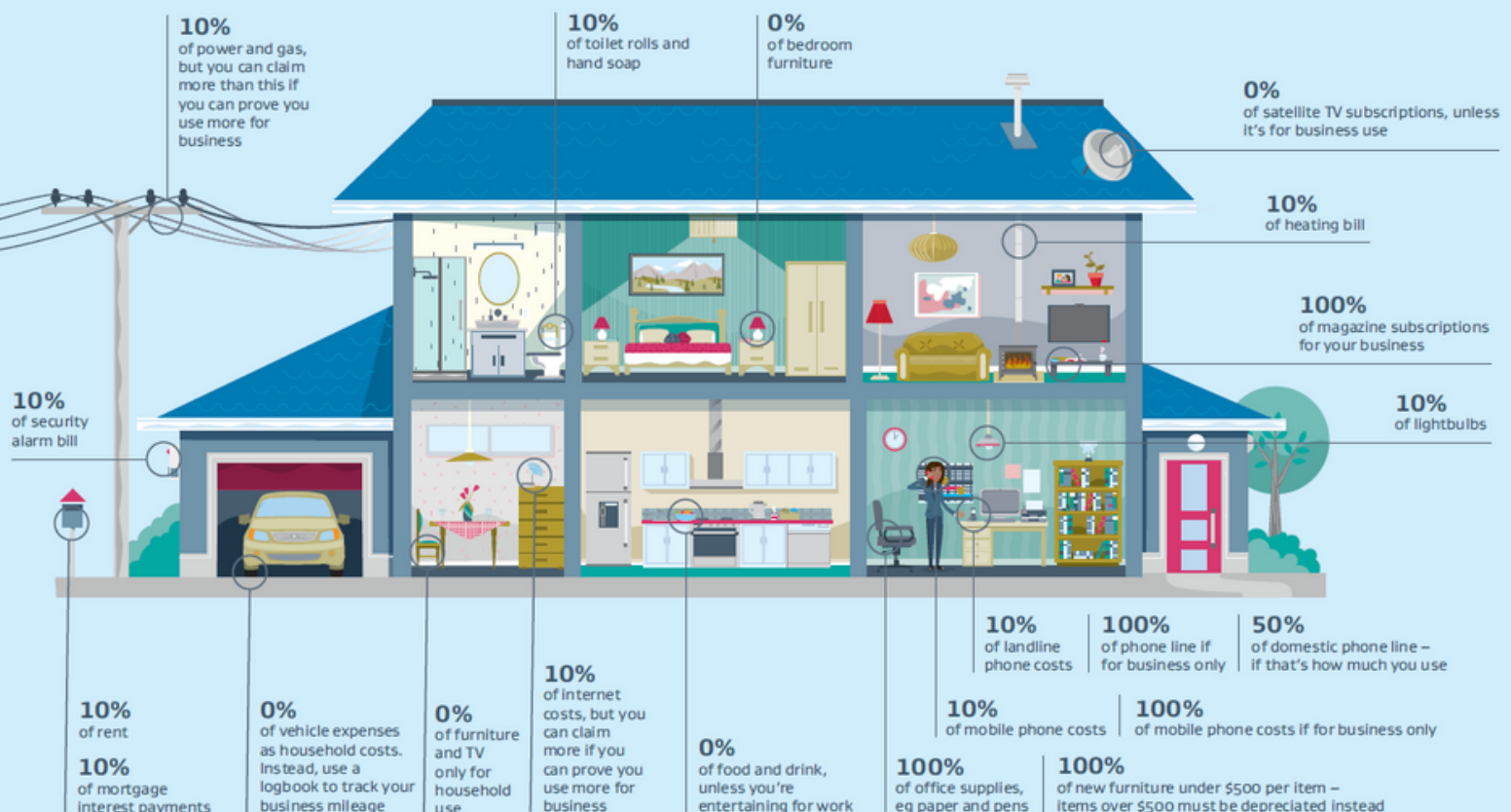
Take a look at [this guide](#) for what you can claim - it's more than you think! It includes 100% of new furniture and office supplies, 10% of lightbulbs and heating bill and more!

## Work from home? Make sure you claim these expenses



business.govt.nz

If you use your home for business — whether you're a contractor, sole trader, in partnership or own a company — you can claim a portion of household expenses. You can claim 100% of expenses that are solely for business purposes eg a business phone line. For the rest, you can claim the proportion of your home that you use for work. In this example, the house is 100 square metres and the office 10 square metres — 10% of the total area. So the owner can claim 10% of expenses not solely for business, eg a power bill. Whatever you claim, remember to keep a record of each item.





# TEACHER RESOURCES



Oct'23

## DRAMA TEACHERS UNITE

Looking to connect with other drama teachers and stay in the know of what's going on across the motu?

Make sure you're signed up for [dramanet](#). This informal mailing list of drama teachers allows individuals to ask questions, answered by other teachers, share resources, events and ideas.

You might also consider joining [Drama New Zealand](#) - the national body that represents and advocates on behalf of drama teachers, academics and applied theatre workers.

## MĀTAURANGA MĀORI

Drama New Zealand have an exciting upcoming hui: Mātauranga Māori in the drama space with Tashiana Tarawa. The workshop is a sharing of best practice and is free to attend. [Register now!](#)

Drama New Zealand have a wealth of [resources](#) to incorporate te reo in your classroom and everyday language.

## TEACHER WORKSHOPS

Tāmaki Makaurau based theatre company [Massive Theatre Company](#) host fantastic professional development workshops for teachers every year around the country. See their website for details on a workshop happening in your area!

Another fantastic group with teacher workshops is Red Leap Theatre Company. They also host plenty of other workshops both online and in-person, check out their [website](#) to see what they have planned for 2023/24.

## TEACHER DASHBOARD

If you're having trouble with the Teacher Dashboard or need a refresher, remember we have our Teacher Dashboard video tutorials available on Youtube. You can access them at any time [here](#).



# BE PART OF A TEAM

Oct'23

## EPC (EDUCATORS IN PERFORMANCE & COMMUNICATION)

Join a growing network of educators specialising in performance and communication across Aotearoa.

No matter what syllabus you teach - Speech NZ, Trinity, NCEA - you can join EPC.

If you're looking for a community of teachers to connect with, access to resources on teaching and running your own business and discounts to creative and professional development workshops - look no further!

Visit [www.epc.orgn.nz](http://www.epc.orgn.nz) for more information or to [register](#).

This year, a wide range of experts joined EPC to host online workshops and talks. Visit the [website](#) to look through past events and purchase a recording.



DR GIGI FENSTER |  
THE PERSONAL STORY.  
A CREATIVE WORKSHOP

WED 18 OCT | 7:00PM



## THE PERSONAL STORY. A CREATIVE WORKSHOP

Whether you're an experienced writer looking for a refresher to hone your skills or a total beginner, this upcoming creative workshop will unlock your creativity and develop your craft.

Award-winning author and lecturer in Creative Writing at Massey University, Dr Gigi Fenster hosts this hour-long exploration into writing non-fiction with guided exercises to help you put your own personal story to paper.

Join us tonight or request a recording of the session from: [info@speechnz.co.nz](mailto:info@speechnz.co.nz)

Book tickets [here](#).



# GENERAL INFORMATION

2023

## ORAL COMMUNICATIONS

We have a brand new Oral Communications syllabus coming out in early 2024; *Oral Communication & Language Literacy | Aromatawai-ā-waha Marautanga* Speech NZ examiner Jessica Rees is hosting a Zoom training session to break down the new syllabus and answer any questions you might have. You should expect a hard copy in your mail soon but get in touch if you haven't received it by mid-November. **Date & time:** Thu 30 November, 7pm [Zoom link](#)

## SPEECH NZ RESOURCES

We are delighted to announce the release of our new Speech NZ Teacher Resource: **Drama Skills**. Suitable for students of all levels completing the Speech and Drama, Flexi Speaking and Performing, Oral Communication & Language Literacy | *Aromatawai-ā-waha Marautanga* and Theatre in Action syllabus.

Jam packed full of games and guides to get the best out of your students, you can purchase this resource and others on our [website](#).



## COMMUNICATION IN LEADERSHIP

This year we have hosted two online Communication in Leadership programmes for students across the country.

Participants are paired with an experienced Speech NZ teacher and, through five online mentoring sessions, will write and deliver three different types of speeches plus sit an official Speech NZ exam. They will walk away with a Introduction in Communication in Leadership certificate.

Suitable for years 7+ and held entirely online! We will be bringing this programme back in 2024. If you are interested in teaching as part of the programme or know any students that would be suitable, get in touch! [info@speechnz.co.nz](mailto:info@speechnz.co.nz)

For more information, visit our [website](#).







# GENERAL INFORMATION

2023

Office hour reminders

## WHO DO I CONTACT?

If you have any questions or exciting news, we would love to hear from you!



Tour related questions  
(both Claire and Jaime)

[examadmin@speechnz.co.nz](mailto:examadmin@speechnz.co.nz)

Theory, certificates and badges

[kim.penman@speechnz.co.nz](mailto:kim.penman@speechnz.co.nz)

Success Stories or media opps

[kelly.gilbride@speechnz.co.nz](mailto:kelly.gilbride@speechnz.co.nz)

Complaints / concerns for  
management (Helena)

[manager@speechnz.co.nz](mailto:manager@speechnz.co.nz)

General enquiries [info@speechnz.co.nz](mailto:info@speechnz.co.nz)

## FOLLOW US!



We're on social media! Make sure to follow us and stay up to date with regular Speech NZ news and events.

[Facebook](#) | [Instagram](#) plus, did you know we have a [private page](#) just for Speech NZ teachers? Join today and connect with your fellow educators.

## NATIONAL OFFICE HOURS

Monday - Friday  
9:30am - 2:30pm

We have fantastic staff based in Wellington | Te Whanganui-a-Tara, Auckland | Tāmaki Makaurau and Christchurch | Ōtautahi and, while we have our National Office Hours, they also work their own hours and days.

Helena Coulton - Executive Manager  
Mon | Wed | Thu | Fri | 9.30am - 2.30pm

Kim Penman - Office Administrator  
Mon | Tue | Wed | Thu | 9.30am - 2.30pm

Claire Tanner - Exam Administrator  
Mon | Fri | 11am - 3pm | Tue | Wed | 8.30am - 4.30pm

Jamie Winter - Exam Administrator  
Tue | Wed | Thu | Fri | 9.30am - 2.30pm

Kelly Gilbride - Marketing & Sponsorship Coordinator  
Mon | Wed | 8.30am - 5.00pm | Fri | 8.00am - 11.30am

Katie Jackson - Office & Accounts Administrator  
Mon - Fri | 9.30am - 2pm