

## INTERMEDIATE CERTIFICATE

for students training for the ministry or pastoral work

### Section 1: PREPARED TALK

(Time: 5 minutes)

Prepare a talk to give to the listening group on some subject in which you have knowledge and ability. There should be evidence that the subject has been studied in some depth giving views as well as facts. For many subjects (not all) pictures, diagrams, models or other equipment may be appropriate. These should be used with skill and should show care in their preparation. A high standard of communication will be expected with attention being given to suitable vocabulary and linguistic style. Notes may be used for reference but should not constitute a full text or prepared script.

### Section 2: PREPARED READING

(Time: 2 minutes)

- a) Introduce and read a prepared passage from a text of literary worth (e.g. the Bible) with a philosophic or religious theme. This should be read in such a way that the message would be received and remembered.

### and: SIGHT READING

(Time: 2 minutes)

- b) Introduce and recommend a book which you consider might be of interest to the listening group. Read aloud a short passage chosen by the assessor.

### Section 3: DISCUSSION LEADING

(Time: 6 minutes)

Introduce a topic of general interest or a topical article from a newspaper or magazine to the listening group and lead them through an opinion-finding discussion. This should show clarity of thought, an understanding of the issue being discussed and show sensibility in dealing with questions and comments.

### Section 4: Questions and discussion

Questions and discussion arising from former sections of the assessment. (The assessment will include the quality of your listening and responding throughout the group session.)

**Total individual time: 25/30 minutes**



Oral Skills for Readers and Leaders  
in Places of Worship

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## INTRODUCTORY CERTIFICATE

for those involved in reading in Places of Worship

### Section 1: PREPARED TALK

(Time: 3-4 minutes)

Prepare and present to the listening group some subject in which you have a particular interest and personal experience. This may be an explanation of some hobby, skill, activity or charity work in which you have been involved, or may be on points of interest in your church. (A demonstration may be included using appropriate visual aids.) The presentation should evoke the interest and enthusiasm of the listening group.

### Section 2: PREPARED READING

(Time: 2-3 minutes)

Prepare a religious passage of your own choice, in such a way as to show understanding of the text, and to capture and hold the attention of the listeners. Introduce the reading and be prepared to answer questions arising from the passage.

### Section 3: SECULAR READING

(Time: 1-2 minutes)

Recommend to the listening group a book which you have recently read and enjoyed and from which you have practised and prepared a chapter from which **the assessor will select** a short passage for reading aloud. A high standard of content and delivery will be expected.

### Section 4: QUESTIONS AND DISCUSSION

Questions and discussion will involve the whole group throughout the total session. You will be assessed not only as a speaker but also as a responsive listener.

**Total individual time: 12-14 minutes**

## ADVANCED CERTIFICATE

for practising ministers and pastoral workers

### Section 1: PREPARED TALK

(Time: 8 minutes)

Prepare a talk on some aspect of your work or topic of general social concern, or voluntary work in which you have been involved. The subject should be dealt with in a fully professional manner and should show a depth of research, knowledge and understanding. The presentation should be effective in holding the attention of the listening group and in evoking questions and discussion.

### Section 2: READING ALOUD

(Time: 4 minutes  
inclusive of introductory comments)

You will deliver two readings in such a way as to command the interest and attention of the audience. Each reading should be 200-250 words.

- a) **Prepared reading:** Choose an extract from a book of inspirational writing. The reading should be introduced and then delivered with understanding and sensibility.
- b) **Extempore reading:** The assessor will supply you with a short passage of prose which differs in style and content from your choice in sub-section (a). After a brief study, you will be expected to give a lively, well interpreted reading.

### Section 3: VIDEO OR RADIO presentation of 90 seconds (see note below)

Before the assessment a video or sound tape recording should be made in which the candidate presents a 90 second 'thought for the day'. This should be presented in an imaginative and professional manner and should attract the interest of the viewing or listening public. The time should be adhered to within 5 seconds either way. The assessor will be considering the communication of the candidate, but will expect the technical quality to do justice to the speaker.

### Section 4: QUESTIONS AND DISCUSSION

At this stage, the candidate will be expected to answer questions arising from the former sections, and to deal with comments and challenges from the assessor and the listening group.

**Total time: 25 minutes**

Video or radio presentation. The candidate, college or institution arranging the examination must be totally responsible for ensuring that the recording equipment is properly placed and in working order. The manipulating time preceding the presentation should not exceed 10 seconds. R & L - 2