

Section 2. Prepared Reading

- a) the introduction should be brief and should identify the passage (e.g. book title, author; chapter; etc.). Other details such as reason for selection may be given.
- b) The introduction and recommendation should be no more than one minute in length. The passage selected by the assessor may be from any part of the book. The reading should hold the attention of the listening group. Effective projection is important.

Section 3. Discussion Leading

The introduction of the topic should take no more than two minutes, with the remainder of the time being given to leading the listening group through an opinion finding discussion. The assessor will ask the candidate to bring the discussion to a close, and to sum up the findings of the group.

Section 4. Questions and Discussion

See guidelines for Introductory Certificate, Section 4.

ADVANCED CERTIFICATE

for practising ministers and pastoral workers. This may include members of religious orders or similar.
See guidelines for other Levels for Sections 1 and 2.

Section 3. Video or Radio Presentation

See notes in the syllabus. This should be played during the time allotted and should be seen/heard by the assessor and listening group only once.

Section 4. Questions and Discussion

As for previous grades, but at this stage the candidate should be able to deal tactfully and sensitively with probing or controversial comments and challenges from the assessor and the listening group. A professional standard of communication will be expected throughout the assessment with appropriate use of language and vocabulary.

ESB

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GUIDELINES FOR EXAMINATIONS IN ORAL SKILLS FOR READERS AND LEADERS IN PLACES OF WORSHIP

These examinations have been specifically designed and graded to encourage and stimulate effective communication in places of worship. All English Speaking Board Assessments are carried out in the presence of a listening group whose role is to support each candidate in turn by responsive comment, discussion and questions. Participation in this group is an important part of each candidate's assessment.

N.B. The candidate may choose the order in which he or she presents the various sections, but all sections should be completed as one unit in this syllabus.

INTRODUCTORY CERTIFICATE

for those involved in reading in Places of Worship.

This grade is designed for *anyone* involved as a reader.

Section 1. Prepared Talk

The subject chosen should be one which the candidate knows and enjoys. Any notes should be reduced to brief headings only. A lively, enthusiastic and well projected presentation (with visual material where appropriate) will be enjoyed and remembered by the listening group.

Section 2. Prepared Reading

The introduction should include details as to where the reading comes from, reason for the selection of the passage (where appropriate) and/or any points the listeners should note particularly. This should not take more than about 40 seconds. The reading should reveal the significance of the text, and should compel the listeners' attention with suitable vocal expression and good eye contact. In all readings the voice should be sufficiently firm and resonant to carry in a large hall or church. The questions following the reading are not a test of the candidate's knowledge but should show that the listeners share the candidate's enthusiasm and appreciation of the chosen text.

Section 3. Secular Reading

The recommendation should be no more than one minute in length and should be followed by a short passage **selected by the assessor** from the prepared chapter.

Section 4. Questions and Discussion

In all grades the questions will arise naturally from the assessor and listeners in response to the information given by the candidate and will generally follow the prepared talk. The answers should show spontaneity and clarity of thought. Each candidate will also be assessed on responsive listening, part of which will be the asking of genuine interest questions of fellow candidates.

INTERMEDIATE CERTIFICATE

for students training for the ministry or pastoral work. This may include members of the laity who have a particular responsibility within their place of worship.

Particular emphasis will be given to the prepared talk, although all sections are of importance.

Section 1. Prepared Talk

The topic selected should be one in which the candidate has knowledge and ability. If notes are to be used these should be reduced to brief headings only and should NOT constitute a text or prepared script. Visual material can act as reminder cues, and should be handled professionally and skilfully. If any technical equipment is to be used (e.g. overhead projector) the candidate should be proficient in its handling, and should ensure that it is in good working order. A high standard of communication will be expected.

GENERAL POINTS OF ORGANISATION:

The assessment day is generally found to be enjoyable for all concerned, and an atmosphere of calm, confidence and encouragement may be established with a little careful planning of timing and smooth 'stage-management'.

The room to be used should be cleared as far as possible of unwanted tables and other furniture and the group arranged in horse-shoe formation with the speaker's position at the open end. This makes for easy eye contact between speaker and each member of the group and makes an open space available in front of the speaker which may be used for demonstration etc. The assessor's table should be set as part of the horse-shoe, not in the centre. From this position the assessor can act effectively as a link between candidates and listeners when necessary, and observe both with ease.

Anyone planning an ESB assessment for the first time should consult with the ESB office in Southport. Staff will be pleased to answer any queries or put organisers in touch with a suitable local tutor or a fellow organiser.

Creative Oral Assessment

A handbook for teachers and examiners of oral skills by Christabel Burniston - explores the philosophy behind ESB assessments, and explains their conduct in practice. This may be found helpful, and is obtainable from the ESB Office.