

Transition Year Exam in Speech and Drama.

Advice to Teachers and Students:

Presentation:

The candidate should present him/herself in a clean school uniform or smart day clothes(track-suits are not suitable). School policy as regards make-up, piercing and jewellery should be observed. Hair should be brushed and clean as should shoes. The candidate should greet the examiner in a confident and pleasant manner.” Good morning or good afternoon” preferably.

Letter of Application:

Although there are equal marks for the Letter of Application and the C.V. remember to keep the Letter short and to the point. There should be three paragraphs. One states the position applied for.(Try not to begin a letter with the word “I”.) Another paragraph tells a little about your-self, your experience and good qualities. The third paragraph contains a personal message to the recipient ie. when you could work and finishing with a pleasing phrase. The rules of construction for a formal letter apply as regards addresses etc.

C.V.:

The C.V. is laid out to make the best impression possible. The candidate should take many things into account; The font should be attractive but not flowery. The information should be easy to read at a glance. The candidate should structure the C.V. in order that his/her good qualities stand out. Hobbies and achievements should be included in order to impress.(Don’t be embarrassed to mention that art competition that you won at the age of six!) The C.V. should point up; your ability to work as a part of a team, to work on your own initiative, to time manage, artistic and sporting interests, any achievements (art comp.at 6). Don’t be shy but don’t write too much either. Points are easier to spot at a glance than paragraphs. Remember that the most capable candidate in the world will not get an interview without a well presented C.V.

On the day of the exam the Letter and C.V. should be presented on crisp clean paper.

Interview:

The examiner is judging you on, not only what you say, but on how you say it.

Eye contact is important as it shows confidence. Don't stare at the examiner but catch his/her eye often.

Give full answers. The fewer questions asked the better impression made.

Give examples to back up answers. ie. if asked how you would deal with a difficult customer tell how when baby-sitting an upset child you calmed him/her down by keeping cool yourself.

Smile a lot. You will be nervous but try not to let it show.

Be positive when giving answers. Even if you hated every minute of your work experience tell how rewarding it was to find out that that field is not for you.

Don't apologise for things. If you don't know something, ask and be interested in the answer. You are not expected to know everything.

Your personality should shine through.

Prepare a few answers beforehand." Why do you want the job? What are your best qualities? How have you shown yourself to be honest, punctual, reliable, hard working? Slip these points into the conversation if possible. Don't kick yourself if you forget, though.

Reading Aloud:

When reading aloud remember to show a "desire to communicate".

Slow, clear, well projected speech is essential.

Hold the book up and slightly to the left so that your face is visible and your voice is directed to the listener and not to the floor.

Use punctuation to allow for pauses. (Stop for long enough to say the name of the punctuation mark, slowly, in your head. This may sound silly but try it! ie. comma, full stop, full stop new paragraph.)

Breathe at punctuation marks. That's what they are for.

Expression and energy in the voice will bring life to the words.

Look up from the book every now and again. Preferably at the end of a sentence or paragraph. Put your finger under the script so that you don't lose your place. With practice, this will become less necessary.

