



Helping our Nation to communicate

How to organise, run and teach courses in Professional Speaking for Migrants

Speech NZ's Professional Speaking syllabus is ideal to give migrants confidence and clarity in spoken English and public speaking, enabling them to participate fully in New Zealand society, employment and volunteering

Date	Saturday, 3 October 2015
Time	10.30 am to 2.30 pm, with further discussions earlier and later in the day
Venue	Nelson Cultural Centre, 4 Bridge Street, Nelson
Fee	\$50 per participant, inclusive of GST
Included in the fee	Light lunch, teaching resources, syllabus
For further information	Email Margriet Theron, theronm@yahoo.com
To register	Email your contact details to Speech NZ at info@speechnz.co.nz

This workshop is offered by the Nelson Multicultural Council in collaboration with Speech New Zealand.

On the right: Rotorua's Professional Speaking for Migrants class of 2015. They are from El Salvador, Sri Lanka, India, Fiji, the Philippines, Te Arawa, Peru, and Argentina.



Why do migrants need a Professional Speaking course?

Many migrants with excellent work skills and with qualifications which are in demand in New Zealand workplaces lack the ability to speak with confidence and clarity about what they can offer employers. Spouses of some migrants find it hard to settle because their lack of English excludes them from contributing to voluntary organisations, to events at their children's school, or to the community. Completing a Speech New Zealand Professional Speaking course will greatly improve their English and give them a well-recognised New Zealand qualification to add to their CVs.

Presenter: Dr Margriet Theron

Margriet Theron is a Trustee of Speech New Zealand, Vice-President of the Rotorua Multicultural Council and a member of the Rotorua Migrant Settlement Network of Immigration NZ. During her career she was Planning Manager of the NZ Forest Research Institute, Science Review Manager at the Ministry of Research, Science and Technology, and Dean of the Faculty of Forestry at Waiariki Institute of Technology. She is the Deputy Chair of the Geyser Community Foundation and a Past President of the Rotorua Chamber of Commerce. She holds a Certificate in English Language Teaching to Adults, a Doctorate in Business Leadership, and degrees in science, communication and economics.

Who should attend this workshop?

- Trustees and staff members of Multicultural Councils planning to teach Professional Speaking for Migrants courses
- Organisations such as English Language Partners for whose students this course provides the opportunity to develop their English language skills further
- Speech and Drama teachers who are teaching Speech NZ syllabuses and who are interested in expanding their teaching to include Professional Speaking to adults
- Teachers of English for Speakers of Other Languages who want to add another syllabus to their teaching programme
- Retired teachers of English and Communication looking for opportunities to use their English language and teaching skills
- Other training providers interested in teaching Speech NZ's Professional Speaking syllabus
- Organisations which support migrants and refugees to settle in New Zealand.

Programme for the *How To* workshop on 3 October 2015

Time	Details
8.30 am	Margriet Theron will be at the Nelson Cultural Centre and available for informal discussion with participants while they wait for the plane from Christchurch to arrive at 9.55 am.
10.00 am	Morning tea and coffee.
10.30 am	Welcome and introduction of participants. What would you like to get out of this workshop?
10.50 am	Background to Speech NZ. Outline of the Professional Speaking syllabus. Why conclude the course with an examination? Case studies from the Professional Speaking for Migrants courses delivered in Rotorua since 2011.
11.10 am	Participants in Professional Speaking for Migrants courses: <ul style="list-style-type: none">• Migrants looking for jobs and needing interview skills• International students getting ready to apply for jobs• Migrants working as volunteers to gain work experience• Anyone who wants to gain public speaking skills• Prospective committee members of voluntary organisations• Spouses of employed, skilled migrants wanting to participate in the community or looking for a job
11.25 am	Deciding on a time of day and week to run the Professional Speaking course. Need for individual tuition for some students.
11.35 am	Typical budget for a Professional Speaking for Migrants course run over ten weeks, one 3-hour class per week. Possible funding sources. What portion should the students pay? Speech NZ examination fee.
11.45 am	Who can teach this course? Person specification for a teacher. Where to find a teacher. Discussion.
12.00 pm	Light lunch provided by the Nelson Multicultural Council
12.45 pm	Teaching resources: <ul style="list-style-type: none">• Professional Speaking syllabus; copy for each participant• Professional Speaking for Migrants student handbook; copy for each participant• ClipBoard with migrant stories• Speech NZ website• Internet articles and teaching resources• YouTube videos• Mentoring and support provided by Margriet
1.30 pm	Role plays to demonstrate some teaching techniques
1.50 pm	Questions and final discussion; where to from here; evaluation of the workshop.
2.30 pm	Close of the workshop
Later	Margriet Theron will be available for further discussions after participants who have to leave by air from Nelson have left for the 3.35 pm flight to Christchurch

How will migrants benefit by following a Speech NZ Professional Speaking syllabus?

By attending this workshop, teachers and course organisers will learn how to run a Professional Speaking for Migrants course.

By doing a Speech NZ Professional Speaking course migrants will:

- Gain confidence in communicating in English in one-to-one conversations
- Be given voice exercises to address English sounds which they need to practice
- Learn to speak with clarity about their qualifications and work experience
- Role play job interviews, telephone information requests and complaints, and dealing with customers in work situations
- Learn to give a talk to an audience about their career or community interest

- Learn to use PowerPoint and other visual aids
- Learn to do social speeches such as introducing or thanking a speaker or welcoming a new colleague
- Learn to read aloud from a publication related to their career, hobby or community work
- Learn how to relax before a job interview or other stressful speaking events.

How will migrants benefit by doing a Speech NZ Professional Speaking examination?

There are three levels in the Speech NZ Professional Speaking syllabus: Certificate, Advanced Certificate, and Diploma. Typically students will follow the Certificate syllabus. Confident speakers can do the Advanced Certificate syllabus. Teachers and their students decide which level to target. In Rotorua, these two levels have been taught in one class.

By ending the course with a Speech NZ examination, migrants will:

- Focus throughout the course on a specific target – gaining the skills to pass an examination
- Follow a well-structured syllabus designed to give those who pass the examination a set of highly valued communication skills
- Be motivated to put effort into practising each aspect of the syllabus, with constant guidance from a teacher
- Develop listening skills by having to provide feedback on and questions about the presentations of classmates
- Have their professional speaking skills evaluated by a Speech NZ accredited examiner under formal examination conditions
- Receive a nationally recognised qualification from Speech NZ if they pass the examination
- Be rewarded with a Pass with Distinction if they demonstrate outstanding achievement in each section of the examination
- Experience the absolute highlight of the course on examination day, with family, friends and colleagues there to celebrate with them.

What do migrants say about the Professional Speaking course?

Margriet Theron has taught this course four times in Rotorua. Here is some of the feedback from students:

- The course was really helpful to me, it has improved my English in writing, reading, listening and speaking. And it also made me feel confidence in English communication. The course helps me very much in my community involvement. I now can have more communication with other people than before. *Agnes from Hong Kong*
- I think that the methods used in our course are very efficient and helpful for us. For example: talking by PowerPoint; formal reading; social speech practicing; role playing; and practicing asking and answering questions. *Lei Lei from China.*
- I remember the uncertainty the majority of candidates had of whether they should enrol and would they do well at all. An incredibly valuable and informative course. Not only helped understand myself more clearly but more able to understand what it takes to be a more effective speaker. A fantastic learning curve. It has given me more knowledge and confidence to launch myself into a fulfilling career. *Alexis from Fiji.*
- Preparing ourselves for all the activities required by the course; having fun doing the preparation; and working with all the other participants are the things that I will remember most about doing this course. All of us have strengths and weaknesses and we tried to overcome our weaknesses by sharing our experiences and giving constructive criticism to one another. *Zaydee from the Philippines.*
- The new people that I met and the diversity that each one brought to add colour to the class. New knowledge in connection with Public Speaking is worth the time spent. Professional though relaxed way in which it was presented. The freedom to choose our own topics and the good guidance to help us with problem areas. The opportunities that we had to practice in class and the positive comments in spite of shortcomings. *Tertia from South Africa.*
- The course will enable me to give an informative speech or slide presentation about Rotorua Newcomers Network and a call to action or endorsement. *Susana So from the Philippines.*

The President of the NZ Federation of Multicultural Councils, Alexis LewGor, gained Distinction for both the Certificate and Advanced Certificate in Professional Speaking. This is what she has said: "I have sat in almost every class to see the beginning through to the end and it just amazes me to witness the results, especially at the examination. It is just unbelievable, really, that an individual with limited ability to speak English, let alone to stand up and speak in front of an audience, ends up doing this with confidence, speaking without notes. The course is life changing."

Where will the funding to run the course come from?

In Rotorua the funding for the training course comes from the Tertiary Education Commission via the Mokoia Community Association. The funding goes to the Rotorua Multicultural Council who pays the teacher and for the venue, printing, stationery and other operating costs. Funding applications could be made to local or national charitable trusts, to pub charities, or to Community Foundations in the name of the local Multicultural Council or other organisations supporting migrants.

The class of migrants who gained the Certificate in Professional Speaking in Rotorua in December 2011. They were from China, the Philippines, Hong Kong, Fiji, and South Africa, joined by one student from Ngati Pikiao who needed public speaking skills for her community work.

Register now for the workshop. Click below to send your name and contact details to Speech New Zealand at

info@speechnz.co.nz

