



中文
CHINESE



ZH2008Y1
SPOKEN PRESENTATION GUIDE
NCEA LEVEL 2

CHINESE SPOKEN PRESENTATION GUIDE

NCEA LEVEL 2

Expected time to complete work

This work will take you about 10 hours to complete.

You will work towards the following standard:

Achievement Standard 91110 (version 2) Chinese 2.2

Give a spoken presentation in Chinese that communicates information, ideas and opinions

Level 2, Internal assessment

4 credits

Cover photo: Young asian waitress bringing drinks to customers, iStockphoto 952954640

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1 INTRODUCTION

This achievement standard involves using Chinese to give a spoken presentation that communicates a personal response.

There is **one task** for you to complete in this guide. Prepare a spoken presentation of about **two minutes** in length.

The following instructions provide you with a way to structure your work to demonstrate what you have learned to allow you to achieve success in this standard.

INSTRUCTIONS

- You may do the assessment at any time, but it is best to complete modules ZHO2001–ZHO2008 first and have a chat with your Te Kura teacher about whether you are ready or not.
- You should aim to complete the spoken presentation by the **end of September**.

You must:

- **make a video recording** of your spoken presentation. Audio only recordings will not be accepted
- **have your supervisor with you when you record your video**. Your supervisor must introduce you on the video.

You will be awarded a **Not Achieved** if you do not have a supervisor.

YOU WILL NEED:

- A quiet venue to make your recording.
- A good quality video recorder.
- A means to submit your final video file to the My Te Kura assessment dropbox. You can store your file in a Google Drive or another 'cloud' file storage system and upload the link to My Te Kura **ZHO2008Y1 Spoken presentation assessment dropbox**. Submit your final submissions as video files in one of the following formats: .mp4, .wmv, .avi, .mov.

2 CONDITIONS

- All the work that you include in your spoken presentation **must be entirely your own work**. Extracts from external sources should not be included without acknowledging the sources. Any extracts from external sources will not be considered in the final achievement judgement.
- Your supervisor does not have to be present while you prepare and practise, however **your supervisor must be present during the actual video recording**. If you are attending a school this must be a supervisor from your school.
- **Your spoken presentation needs to be recorded on video** for assessment and moderation purposes. Record your spoken presentation digitally using the My Te Kura facility, cell phone or other mp4 format. You should be in full view of the camera at all times. You should position the camera to capture your full body to allow facial and body language to be observed. Filming must be continuous.
- You may have the text of the spoken presentation with you, or use notes such as cue cards to help you. However, **you must not read your spoken presentation** straight from your notes as it will then be ‘reading aloud’ rather than a presentation.
- When you record your presentation don’t forget to check that your recording is clear and audible.
- Your video recording, or link to your video, (and any notes used during the recording) must be uploaded to the **ZHO2008Y1 Spoken presentation assessment dropbox**.
- Plagiarism detection software may be used to check this is your own work.
- We strongly advise you to only use the Chinese you have learnt during this course, or Chinese you know to be correct, and to use any additional resources with caution. The course material provides sufficient language for you to gain Excellence in this standard.
- Chinese from the Chinese language samples in the assessment schedule may not be used unless it is significantly reworked.

SUPERVISOR REQUIREMENTS

- A supervisor must be present at specified times for this assessment. You must provide the full name of the supervisor and their relationship to you (e.g. parent, teacher, teacher aide etc.) when you upload your assessment to the **ZHO2008Y1 Spoken presentation assessment dropbox** or a link to your video.

Information for the Supervisor

- Your student will come to you to arrange a time when he/she is ready to record their spoken presentation. Your student should video their presentation.
- Your student is allowed cue cards, notes, or the text of their spoken presentation to refer to when they make their recording. But, **he/she must not read** entirely from their notes. It is a spoken presentation, not a reading aloud assessment.
- To assist with authenticity you need to introduce yourself at the beginning of the student’s recording. **Please say the following when the student starts his/her recording:** ‘This is (your name – first name and surname) supervisor of (student’s name – first name and surname)’.
- Thank you for your help.

OVERVIEW

The following spoken presentation task will help you provide evidence for Achievement Standard 91110.

Prepare a spoken presentation of about **two minutes** in length.

ZHO2008Y1 – A job application

You hear that Beijing College is looking for a mature young New Zealander to look after a group of Chinese students who will visit New Zealand for a month in December.

You are very interested in this job because you want to earn some money to fund your next trip to China. You are going to make a spoken presentation in Chinese and send it with the application to Beijing College. Your speech could include:

- a brief self introduction
- your personality and strength
- your Chinese language skills
- some useful suggestions and plans (e.g. trips or activities which may will help the students to understand the Kiwi lifestyle and New Zealand culture)
- past work experience you have which may help you to do this job
- other skills, strengths you have
- your availability in December and your contact details.

You may also submit other speaking in Chinese that you have done. This must be in video format. Make sure you discuss this with your Te Kura Chinese teacher **before you start preparing your presentation** so you can make an informed choice as to whether this item provides the best evidence of your speaking skills.

4 TIPS FOR SUCCESSFUL SPEAKING

Key things you need to do to gain this standard:

- Submit one spoken presentation about two minutes in length. **Remember quality is more important than length.**
- Share personal information, ideas and opinions that are relevant to the task using a range of language.

If you are aiming for merit or excellence, take careful note of what you need to do by looking at the standard and explanatory notes in the next section of this guide.

Other useful tips

Planning and preparing:

- Read the instructions, the topic, assessment schedule and any other details.
- Brainstorm your ideas.
- Think about how to capture the attention of the listener.
- Pay special attention to any formal or respectful language you should use.
- Present your information and ideas in a logical sequence.
- Communicate key information and ideas clearly.
- Develop your ideas by giving examples and explanations.
- Use a range of language and vocabulary.

Practising:

- Use cue cards or notes while you are trying to remember your sequence of ideas.
- Speak clearly and audibly – practise saying your presentation several times right through in a clear voice.
- Use accurate pronunciation and intonation.
- Avoid long pauses.
- Check before doing a final recording that what you say can be heard easily.

Recording:

- When you are confident, video record your prepared spoken presentation with your supervisor present.
- Avoid over-using notes or cue cards when recording as they may detract from the presentation. You will not achieve the standard if you read completely from your notes or cue cards.
- Position the camera to capture your full body to allow facial and body language to be observed. Filming must be continuous.
- Record your presentation digitally using the My Te Kura facility, cell phone or other mp4 format.

5 THE STANDARD AND EXPLANATORY NOTES

ACHIEVEMENT STANDARD 91110 (VERSION 2) CHINESE 2.2

Give a spoken presentation in Chinese that communicates information, ideas and opinions

Level 2, Internal assessment

4 credits

ACHIEVEMENT CRITERIA

Achievement	Achievement with Merit	Achievement with Excellence
Give a spoken presentation in Chinese that communicates information, ideas, and opinions.	Give a convincing spoken presentation in Chinese that communicates information, ideas, and opinions.	Give an effective spoken presentation in Chinese that communicates information, ideas, and opinions.

EXPLANATORY NOTES

1. This achievement standard is derived from the Level 7 Communication, Language Knowledge, and Cultural Knowledge strands in the Learning Languages Learning Area of *The New Zealand Curriculum*, Learning Media, Ministry of Education, 2007; and is related to the material in the *Teaching and Learning Guide for Languages*, Ministry of Education, 2010 at <http://seniorsecondary.tki.org.nz>.
2. *Give a spoken presentation* involves communicating information, and expressing and justifying ideas and opinions in culturally appropriate spoken Chinese.

Communication is achieved overall, despite inconsistencies in relation to:

- language features
- pronunciation
- intonation
- gesture
- rhythm patterns
- delivery speed or audibility
- stress
- tones.

Give a convincing spoken presentation involves developing and connecting information, ideas, and opinions in Chinese that is generally credible. A range of language and language features are selected and used that are fit for purpose and audience. Communication is not significantly hindered by inconsistencies.

Give an effective spoken presentation involves developing and integrating information, ideas, and opinions in Chinese that is controlled. A range of language and language features that are fit for purpose and audience are capably selected and successfully used. Communication is not hindered by inconsistencies.

THE STANDARD AND EXPLANATORY NOTES

3. *Communicating information, ideas and opinions* may include but is not limited to:
 - explaining and/or responding to images and/or cultural practices
 - telling a story and/or stories
 - reflecting on family and/or personal and/or everyday events
 - exploring hopes and dreams
 - describing reactions to experiences.
4. Conditions of Assessment related to this achievement standard can be found at <http://ncea.tki.org.nz/Resources-for-Internally-Assessed-Achievement-Standards>.
5. Presentation Clarifications
www.nzqa.govt.nz/ncea/subjects/languages/clarifications/2/presentation/

6 ASSESSMENT SCHEDULE

Judgement leading to Achievement	Judgement leading to Achievement with Merit	Judgement leading to Achievement with Excellence
<ul style="list-style-type: none"> A presentation is given in Chinese about 'a job application' under the set conditions. The presentation is about two minutes. The presentation is audible and comprehensible. Information, ideas and opinions are communicated. Language is linguistically and culturally appropriate. Communication is achieved overall, despite inconsistencies. 	<ul style="list-style-type: none"> A convincing presentation is given in Chinese about 'a job application' under the set conditions. The presentation is about two minutes. The presentation is audible and comprehensible. Information, ideas and opinions are developed. Language is generally credible and connected. Able to select and use a range of language and language features that are fit for purpose and audience. Communication is not significantly hindered by inconsistencies. 	<ul style="list-style-type: none"> An effective presentation is given in Chinese about 'a job application' under the set conditions. The presentation is about two minutes. The presentation is audible and comprehensible. Information and/or ideas are developed. Language is controlled and integrated. Able to select and successfully use language and language features that are fit for purpose and audience. Communication is not hindered by inconsistencies.

LANGUAGE EXAMPLES

Here are some extracts from a prepared talk about 'My personality' at different levels. You are not allowed to use those in your talk unless they are significantly modified.

ACHIEVEMENT

我对人很友好。我常常帮助中国同学。

MERIT

我对人很友好。我常常帮助中国同学, 所以我有许多中国朋友。我常常和中国朋友在一起玩。

EXCELLENCE

我对人很友好。我常常帮助中国同学, 所以我有许多中国朋友。因为常常和中国朋友在一起玩, 我的汉语进步很快而且我学到了很多中国的文化和习惯。

You are not allowed to use these example sentences in your assessment unless they have been significantly modified. Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the Achievement Standard.

7

SUBMITTING YOUR PORTFOLIO

Before you upload your spoken presentation to your teacher, check you have done the following:

- Check that your video recording is clear and audible.
- Name your file – **ZHO2008Y1_(your first name)_(your surname)_your ID**
- Upload your video file, or a link to the video file, to the **ZHO2008Y1 Spoken presentation assessment dropbox**.

The date for final submission of the spoken presentation is the **end of September**.

