

FINAL EXAMINATION

Semester	:	JANUARY 2026 SEMESTER
Programme Name	:	CERTIFICATE IN BUSINESS STUDIES
Course Code & Name	:	CBS1063 PUBLIC SPEAKING
Duration	:	3 HOURS

INSTRUCTIONS TO CANDIDATES:

1. Please read the instructions given in the question paper **CAREFULLY**.
2. The question paper consists of **FOUR (4)** questions.
3. Answer **ALL** questions in the question paper.
4. Answers to the questions are to be written into the examination booklet.
5. Electronic dictionaries, lecture notes, files or any unauthorised materials except writing equipment are strictly prohibited.

This question paper must be submitted along with all used and/or unused rough papers and/ or graph papers (if any). Candidates are **NOT ALLOWED** to take any examination paper(s) used or unused out of the examination hall.

WARNING:

The Examination Board of Peninsula College Georgetown regards cheating as a very serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from Peninsula College Georgetown.

(This booklet contains 3 printed pages including this page)

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE ALLOWED TO DO SO

Answer **ALL** questions on the separate sheet provided.

[100 markah]

1.
 - a) Explain any **FIVE (5)** elements in the speech communication process. (10 marks)
 - b) List **FIVE (5)** reasons why speakers feel nervous during public speaking. (5 marks)
 - c) Explain any **TWO (2)** strategies that speakers can use during the planning stage to control nervousness. (4 marks)
 - d) Describe any **THREE (3)** guidelines for managing nervousness during the speech. (6 marks)

Total: [25 marks]
2.
 - a) Explain any **TWO (2)** common ethical challenges that speakers may face when delivering a speech. (4 marks)
 - b) Explain any **THREE (3)** ways a speaker can maintain ethical standards when delivering a speech. (6 marks)
 - c) Describe the **FOUR (4)** types of listening used in communication. (8 marks)
 - d) Answer the following questions:
 - i. List **FOUR (4)** ways to become a better listener in public speaking situations. (4 marks)
 - ii. List **THREE (3)** aspects that listeners should focus on when analysing a speech. (3 marks)

Total: [25 marks]

3. a) Explain the **THREE (3)** purposes of public speaking. (6 marks)
- b) Describe any **FOUR (4)** steps in preparing a speech. (8 marks)
- c) Explain any **THREE (3)** types of information sources used when gathering materials. | (6 marks)
- d) List **FIVE (5)** strategies that can help a speaker search for information effectively. (5 marks)
- Total: [25 marks]
4. a) Explain any **THREE (3)** guidelines for preparing effective visual aids. (6 marks)
- b) Explain any **TWO (2)** guidelines for presenting visual aids during a speech. (4 marks)
- c) Your college is organizing a student development programme, and several students have been invited to deliver short speeches to the audience. As one of the selected speakers, you are required to present a speech on any suitable topic related to students or daily life.
- Discuss a topic of your choice in a short speech. (15 marks)
- Your speech should include:
- An **introduction** that gains the audience's attention, introduces the topic, and briefly outlines the ideas you will share.
 - A body that discusses at least **THREE (3) main points** related to the topic, supported with brief descriptions or examples.
 - A **conclusion** that signals the end of the speech and summarizes the main idea.
- Your speech should be between 100 and 150 words.
- Total: [25 marks]

- END OF QUESTIONS -