

Test 2

PAPER 1 READING (1 hour 15 minutes)

Part 1

You are going to read three extracts which are all concerned in some way with communication. For questions 1–6, choose the answer (A, B, C or D) which you think fits best according to the text. Mark your answers on the separate answer sheet.

How useful is the term ‘non-verbal expression’?

The term ‘non-verbal’ is commonly used to describe such communicative resources as gesture, facial movement and tone of voice. The term has long been useful in challenging the misconception that words constitute the whole of communication. However, a further assumption has sometimes seemed to follow: that ‘non-verbal’ expression is something unitary, independent of verbal communicating, or classifiable under some single term like ‘body language’. This is to drastically simplify our actual practice. As pointed out by writers on language and social interaction, gestural and vocal actions are often integrated rather than autonomous, and verbal and non-verbal communicating usually produced in a highly coordinated fashion. Proposing a concept of ‘non-verbal expression’ has led to an unfounded generalisation about this supposedly distinct subject: that it is the medium for expressing emotions and relations rather than conscious thought or ideas, for example. Even if this were true, the fact remains that the resources covered by the term ‘non-verbal’ are diverse and complex in the extreme. It can only be misleading to bunch them together as a distinctive communicative mode.

- 1 The writer supports the view that non-verbal expression
 - A is more complex than verbal expression.
 - B is a separate field of study from verbal expression.
 - C is commonly used in conjunction with verbal expression.
 - D is able to communicate more information than verbal expression.
- 2 The writer suggests that we should
 - A recognise the differences between verbal and non-verbal expression.
 - B be aware of the many aspects of non-verbal expression.
 - C do further research into non-verbal expression.
 - D accept the limitations of non-verbal expression.

Public speaking

Last year I started work with a new company. Unfortunately, in my new role I was required to speak in public, at conferences. The thought filled me with dread, because I was sure my voice was boring. Also, I wouldn't know what to say. Anyway, when the time came I tried not to panic, and went back to first principles: I made a plan, first deciding my key message. This gave me a structure, and was the first step to dispelling my nerves.

Then I found a voice coach who taught me how to relax and breathe properly. Suddenly there was power behind my voice and I found I was in control. It was like going to a vocal gym. Instead of gabbling my sentences, I slowed down and took time to enjoy the words.

I lacked the confidence at first to speak without a script, but I learnt not to write everything down to the last word – the audience switched off when I did that. A friend gave me the tip of memorising the first few sentences, then I could make eye contact with the people I was speaking to – engage with them.

3 In this article the writer's aim is to show that

- A** public speaking need not be anything to worry about.
- B** there is always something new for a speaker to learn.
- C** it is important for a speaker to have an outgoing personality.
- D** success in public speaking depends on the quality of the speaker's memory.

4 The writer says he trained in how to speak at conferences by

- A** studying articles written by well-known public speakers.
- B** attending a course on how to give effective presentations.
- C** getting help with the physical aspects of public speaking.
- D** following colleagues' advice on ways of keeping the audience's attention.

Iowa State University: Business and Technical Communication

Essay Assignment

This assignment asks you to write an essay suitable for publication in a professional journal or newsletter. You will identify an issue that's interesting to teachers and/or workplace professionals in business and technical communication and then pose a question you want to explore about that issue. Your essay will be an argument for a clearly stated position and should be presented in a logical, understandable, and engaging manner. Your essay should be targeted to a particular journal, which means that you need to read enough articles and essays in that journal to identify their general features.

Consider the following questions:

- What are the conventions of essays in the journal or newsletter you are targeting?
- What is the question you are addressing?
- What is the argument you are making?

Cover Memo

When you submit your essay, please include a cover sheet in which you identify the features of essay conventions that you consciously employed to make the essay appropriate for the intended journal or newsletter. This is the meta-cognitive element – you knowing not only what you've done but why you did it. Please indicate the journal or newsletter to which you plan to submit your revised essay.

- 5 What are students expected to do in their assignment?
- A put forward an original idea about a subject
 - B provide support for a particular point of view on a topic
 - C present an argument against an existing essay or article
 - D offer a solution to an unresolved issue in a particular field
- 6 Along with their essay, students are asked to provide a note which
- A indicates the reason for their choice of topic.
 - B identifies the background texts they have read.
 - C justifies their choice of intended journal or newsletter.
 - D specifies the essay-writing characteristics used in their assignment.