



GCSE English Literature: Course outline

Examination year _____

Examination board _____

Syllabus number _____

Centre number _____

Course components	
Coursework	30%
Examination	70%

Tiers of Entry	_____	(Grades _____)
	_____	(Grades _____)

Coursework texts	Examination texts

Coursework (both tiers)
evidence of best achievement in specified areas

Examination (tier) _____

Paper __ _____ (title) (_____ hrs)

Paper __ _____ (_____ hrs)

Notes to students

- 1 The tier of entry is not recorded on the candidate’s certificate.
- 2 Texts studied for GCSE English Literature can also be used for GCSE English.
- 3 There is an allocation of marks (5% overall) for spelling, punctuation and grammar (SPG).



How to give a good presentation

- The key to giving a good presentation is choosing a good subject. You are bound to talk best about a subject you know well and which interests you. Think carefully about possible subjects: a hobby, an interest, a club you belong to, a holiday you particularly enjoyed (or hated), your part-time job, your pet, a place you know well, a skill (like make-up) you'd enjoy demonstrating with the help of a partner, etc. The choice is probably much wider than you think.
- Structure your talk logically to fill the time allowed. A short talk will probably divide itself into five or six sections. For example, a talk on competitive swimming might begin with an explanation of how you first got interested, then deal with the equipment needed and the cost, and then you could outline your training programme, your achievements to date, and your hopes for the future.
- Consider any visual aids that you could bring from home to illustrate any points you want to make. (Avoid bringing valuable or fragile items.) Posters and diagrams Blu-Tacked to the wall behind you can make a useful backdrop; small items that can be held up as you speak can enliven the points you make. (Avoid passing items around the room while you are speaking. They will distract attention from your talk and encourage whispered comments.)
- Resist the temptation to write your talk out in full. If you have a script with you you'll not be able to stop yourself from reading to the audience, and you'll lose contact with them right away. Don't worry about 'ums' and 'ers'. This is perfectly natural (and some professional speakers do it deliberately to sound spontaneous).
- Write brief notes on card (postcards and index cards are ideal). Use a separate card for each section of your talk and number them (in case you drop them). The title of each section and a few key words to remind you what to include is all you need. As you reach the end of one section, unobtrusively move that card to the bottom of the pack in your hand and your prompt notes for the next section will be waiting. This you can do while you are looking at the audience and while you are speaking.
- Be aware of the audience at all times. Look around at each member of the audience, smile, gesture, respond to the signals they are sending you of their interest and involvement. Assume a confident posture from the very beginning of your talk and you will begin to convince yourself that you're not nervous.
- Remember that you will be assessed not only on the quality of your talk but also on the way you answer the questions at the end. Try to give full, interesting answers to all the questions you are asked, however obvious the answers might seem to you. It is courteous to make your questioners feel that they have raised some interesting points!
- As with all the other oral activities that you undertake on your course, it is your best achievement that will count towards your final oral mark. You can certainly give another presentation if time permits but you might prefer to make sure the first one you give is as good as you can possibly make it.
- After a trial run or once you have finished, use the self-assessment checklist (Student sheet 15) to evaluate your presentation.



Observer report: Individual presentation

Name of speaker: _____

Date: _____

Subject of presentation: _____

Observer's name: _____

1 Was the talk interesting? _____

2 What interested you most? _____

3 Were the visual aids helpful? _____

4 Was the talk well planned and structured? _____

5 How did the speaker cope with questions? _____

6 Have you any comments on the way the speaker stood? _____

7 Did the speaker speak clearly? _____

8 How could the talk as a whole have been improved? _____

9 How would you rate the talk as a whole?

Excellent

Good

Average

Below average

Poor



Writing in different genres: Letters

Make sure that you can set out both personal and formal (business) letters without a single presentational error. You should know the conventions of spacing and punctuation.

Use either the traditional or the fully blocked layout but don't mix the two styles in one letter.

Traditional layout

Personal letter

16, New Road,
BOYDEN,
Devon,
EX2 1NP
9th. May, 1997

Dear Mrs. Brown,

[Redacted]

[Redacted]

[Redacted]

Yours sincerely,
Anna Lucas

Formal letter

16, New Road,
BOYDEN,
Devon,
EX2 1NP
9th. May, 1997

The Editor,
'The Globe',
111, Bargate,
LONDON,
EC1 9XA

Dear Sir,

[Redacted]

[Redacted]

Yours faithfully,
Anna Lucas

Fully blocked layout

Personal letter

16 New Road
BOYDEN
Devon
EX2 1NP
9 May 1997

Dear Mrs Brown

[Redacted]

[Redacted]

[Redacted]

Yours sincerely
Anna Lucas

Formal letter

16 New Road
BOYDEN
Devon
EX2 1NP
9 May 1997

The Editor
The Globe
111 Bargate
LONDON
EC1 9XA

Dear Sir

[Redacted]

[Redacted]

Yours faithfully
Anna Lucas