



**Institute of Actuaries of India**

**Subject**  
**CP3 - Communication Practice**  
**Core Practices**

**For 2024 Examinations**

# CP3 - Communication Practice

## Syllabus for the 2024 Examinations

This syllabus includes information to support the study of this subject. It will guide you through what you need to learn, application of learning as well as the skills that you need to develop. Information regarding the assessment of this subject is also included.

This syllabus includes:

- Aim of the subject
- How this subject links across the Qualifications
- Subject topics
- Subject objectives
- Assessment information

## Aim

Provide effective written communications of a technical nature to a non-technical audience. These communications need to convey appropriate information without unnecessary complexity, through the use of appropriate forms of communications, use of appropriate language and identification of the relevant issues to be addressed for the intended audience.

## Links Across the Qualifications

### Associateship Qualification

The communications to be created in the assessment will be based on real-world actuarial scenarios and problems. As such, students may wish to complete their core principles subjects before sitting the CP3 examination, but they are not required to do so.

## Topics

1. Identify relevant information and appropriate content
2. Use an effective structure
3. Adopt appropriate language
4. Include appropriate explanation
5. Incorporate effective communication tools

## Objectives

### 1. Identify relevant information and appropriate content

1.1 Identify key information that must be conveyed in order for a communication to meet the objectives, including:

- setting out any implications that may affect the intended recipients' decisions
- disclosing the extent of any uncertainty involved and any limitations in the information being communicated, if that uncertainty or those limitations may affect the intended recipients' decisions

1.2 Assess what information is not necessary and may, if included, detract from communicating effectively

1.3 Use numbers in a way that is appropriate for the intended recipient(s), given the objectives of the communication:

- Prepare numerical examples, where appropriate, by drawing on some or all of the available data or creating representative numeric examples (if suitable data is not provided)
- Prepare numerical information so that it is presented in an appropriate format (e.g. appropriate use of percentages, ratios, fractions) and level of detail (e.g. well judged number of significant figures or decimal places)

1.4 Be able to justify the choice of information and content

## **2. Use an effective structure**

2.1 Prepare an appropriate structure for a specific communication objective

2.2 Justify the choice of structure

## **3. Adopt appropriate language**

3.1 Assess what terminology will be easily understood by the intended recipient(s)

3.2 Explain or define necessary technical terms at an appropriate level of detail for the intended recipient(s)

3.3 Justify the choice of language and terminology

## **4. Include appropriate explanation**

4.1 Set out a draft communication for the intended recipient(s), including:

- sufficient explanatory steps
- effective explanation
- appropriate level of detail
- technically correct information that is not misleading

## **5. Incorporate effective communication tools**

5.1 Set out information using simple and effective communication tools:

- Visual presentation of numerical information
- Diagrams or pictures
- Bullet points

5.2 Justify the choice of communication tool(s) for presenting numerical information (e.g. data tables, barcharts, line charts, pie charts, scatter charts etc.)

## **Assessment**

Three-hours and fifteen-minutes computer-based exam.

END