

ORAL COMMUNICATION

2nd Quarterly Assessment

L1:FUNCTIONS OF COMMUNICATION

REGULATION or CONTROL and SOCIAL

INTERACTION - Used by individuals based on situations they're in.

1. REGULATION or CONTROL - Communication that is used to regulate or control the pace and flow of conversations or the speaking of a participant so the interruptions and awkward silences between speakers are avoided.

- Rule or directive made and maintained by an authority.

- Used to control the behavior of people.

EX. VERBAL CUES - "That's it" & "Thank you."

- "Yeah" & "Uh - huh"

- "Well..." & "Um..."

- "Is that clear?" & "Do you Follow?"

NON-VERBAL CUES - Eye contact, Raising the index Finger, Leaning back, Head-shaking, Pointing out the Watch.

2. SOCIAL INTERACTION - An exchange takes place between two or more individuals for social fulfillment.

- Human beings develop and maintain bonds, intimacy, relations, and associations.

-Most often used, MOST OBVIOUS, and most popular.

EX. VERBAL CUES - "Hey, it's nice to meet you."

- "Hi, goodmorning."

NON-VERBAL CUES - Hand gestures, Bodily action, Eye contact, Vocal tone (Paralanguage).

3. MOTIVATION - Expresses desires, needs, wants, decisions, goals, and strengths.

- The MOST PURPOSIVE

- there is a goal to be achieved.

IMPORTANCE - It increases productivity

- It empowers individuals

STEPS YOU CAN DO TO MOTIVATE OTHERS

1. Walk the talk.

2. Actively listen.

3. Make a person feel that he or she makes a difference.

4. Communicate clearly with compassion

WAYS TO LOOK INTO HOW MOTIVATION WORKS

A. Needs

B. Behavior

C. Rewards

Motivation Components	Examples	Feedback/Expectations
Needs	You need something to eat.	You want food.
Behavior	1. Ask calmly. "Hello. May I have some food?" 2. Ask rudely/with threat. "Hey, give me some food or else..."	You expect to be given food.

Motivation Components	Examples	Feedback/Expectations
Rewards	1. chance to be given food if available 2. no chance of receiving food/can be given food because of the aggression	If you ask for food in a nice way, you are more likely to receive what you need. If you are rude or if you force a person to give what you need, the person whom you ask for food will either not give you anything or give you food out of fear.

EX. VERBAL CUES - "You can do this."

- "If anyone can do this, that's you."

- "I believe in you."

- "You are competent for this."

NON-VERBAL CUES - Hand gestures, Bodily action.

Eye contact, Vocal tone

(Paralanguage)

4. INFORMATION - Provides information in various speech situations, used for getting and giving information.

Tips In Giving Information:

1. Maintain eye contact & Speak Clearly

2. Use variations in speech

3. Focus on the needed information

* Receiving:

1. Note down important information

2. Ask questions

3. Ask for clarification

5. EMOTIONAL EXPRESSION - Emotion helps humans communicate their feelings and emotions.

- It facilitates people's expression of their feelings and emotions.

FOUR BASIC HUMAN EMOTIONS:

HAPPY - Experienced when a person is content, pleased, delighted, or excited.

Ex: " That is amazing! " " I cannot wait for my turn! "

" Congratulations! " " You made it! " " This is fun! "

"SAD - Usually characterized by feelings of despair,

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sorrow, loss, hopelessness, disappointment, or even depression.

Ex: “ I feel so sad that I feel like crying.” “ This just makes me feel depressed.” “ The weather makes me feel gloomy.”

SURPRISED - Usually felt when something unexpected occurs, it is also felt when he or she feels offended, irritated, humiliated, threatened, disrespected, or provoked.

Ex: “ I am fed up with your excuses.”

“ Are you out of your mind?! “

“ You are making me mad! “

L2: SPEECH CONTEXT

SPEECH CONTEXT- Refers to the situation or environment and the circumstances in which communication occurs.

THREE MAIN TYPES OF SPEECH CONTEXT:

1. Intrapersonal Speech Context
2. Interpersonal Speech Context
3. Public Communication

CHARACTERISTICS

1. Number of participants
2. Physical proximity of the participants in relation to one another
3. The channel used for the communication
4. The immediacy of the exchange

CATEGORIES OF COMMUNICATION

- FORMAL COMMUNICATION
- INFORMAL COMMUNICATION

INTRAPERSONAL COMMUNICATION - Refers to the communication that centers on one person where the speaker acts as the sender and the receiver of message. This message is made up of your thoughts and feelings.

EX. Diary

TYPES OF INTRAPERSONAL COMMUNICATION:

Internal Discourse- Inner talk, done within the mind.

Solo Written Communication- Writing that is not intended for others.

Solo Vocal Communication- Spoken aloud.

EX. 1. A person may use self-talk to calm himself down in a stressful situation.

2. Writing a personal diary.

3. Memorizing out loud.

INTRAPERSONAL COMMUNICATION

WHY IS IT ESSENTIAL?

- You can get to know yourself better.

- You will be able to make appropriate responses and sound decisions in various situations.
- It affects how you see yourself and how you communicate with others.

INTRAPERSONAL COMMUNICATION

How can intrapersonal communication use to be a better communicator?

- A. Learn about yourself by engaging in self-dialogue.
- B. Practice self-affirmation.

INTERPERSONAL SPEECH CONTEXT

What is interpersonal communication?

- A transmission or exchange of a message, feelings, or a meaning through verbal or nonverbal cues between two or more people.
- Necessitates an interdependent relationship between or among the participants.
- May be direct or indirect.
- 1. **Direct** - Face-to-face encounter.
- 2. **Indirect** - Virtual, with the use of technology.
- Talking to someone over the telephone or internet.
- Communicating by email.
- Teleconferencing in distance-learning class.

TWO KINDS OF INTERPERSONAL COMMUNICATION:

DYAD AND SMALL GROUP

DYAD

- Composed of two participants taking turns as speaker and listener in the communication process.
- Also known as one-to-one communication.
- May be formal or informal.
- E.g., conversing with a friend speaking with a teacher, telling stories about your day to your mother.

INTERPERSONAL COMMUNICATION DYAD

EXAMPLES: 1. Having a one-on-one conversation with a loved one.

2. Interview

3. Guidance Counseling

SMALL GROUP

- Composed of three or more participants who engage in discussion to achieve a common goal like problem solving, performing a task or deciding on something.

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INTERPERSONAL COMMUNICATION SMALL GROUP EXAMPLES:

1. A group of players strategizing their game plan.
2. A roundtable discussion to exchange views.

How to Effectively Communicate in an Interpersonal Speech Context?

1. Not the objective of the communication.
2. Let the other participants speak.
3. Observe the other participants' nonverbal behavior.
4. Use words that are appropriate for the situation.

PUBLIC SPEECH CONTEXT - Refers to communication that requires you to deliver or send a message before or in front of the group; a speaker addresses many listeners, collectively known as **audience**.

- Single Speaker
- Sizeable Audience
- Message: General Interest to The Audience
- Needs Planning and Preparation
- Limited or No Opportunities for Feedback Except for Nonverbal Messages
- Has a Definite Time Limit

PUBLIC COMMUNICATION EXAMPLES:

1. Preaching a homily.
2. SONA
3. Family reunion

Purposes of Public Communication

To inform - Professionals, such as doctors and teachers, deliver speeches during conferences and seminars.

To Persuade - Convincing others to buy products, to support a cause of advocacy, or to vote for a particular candidate.

To Entertain - Delivering toasts during a special occasion, comedy speeches, messages during school/company programs/parties.

PUBLIC COMMUNICATION VS. MASS

COMMUNICATION - Same sizable audience and purpose but Different channel of communication used
MASS COMMUNICATION

- Listening to the dj's daily radio sitcoms.
- News reporting

L3: SPEECH STYLES

SPEECH - Is a paramount in human life. Humans use

various speaking styles and speech styles to communicate for different purposes.

SPEAKING STYLES - Are the unique ways in which people deliver information to people.

SPEECH STYLE - A particular style of speaking when a person interacts with others.

- Also indicates the level of formality with which a person speaks.

Martin Joos, a famous German linguist and professor, who was the first one to organize the speeches according to their variations, having come up with five speech styles, depending on their degree of formality.

* Dutch linguist **Martin Joos** (The Five Clocks) Identified five styles of speech style:

* **Intimate**

* **Casual**

* **Consultative**

* **Formal**

* **Frozen**

- These speech styles are also called language registers.

FACTORS TO CONSIDER IN CHOOSING A SPEECH STYLE:

a. Audience - Who are you speaking with? What is your relationship with him, her, or them?

Ex: Classmates, Friends, Mother, Priest, Principal.

b. Topic - what is the subject of the conversation or the communication situation? Is it a serious topic or a lighthearted one?

c. Purpose - What is the objective of the communication? What do you and the other participants in the conversation aim to achieve?

d. Location - Where is the communication being held? What is the environment like?

INTIMATE AND CASUAL SPEECH STYLE -

Characterized by a complete absence of social inhibitions.

- Used by participants who share a very close relationship.

- Participants share a completely private vocabulary.

- It is considered the most informal speaking style.

- This communication is private.

- Words are usually intimate in terms of endearment.

a. Conversations are usually done in private.

b. Participants usually use short and incomplete utterances.

c. Grammar and popper word choice are not

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given.

d. Nonverbal cues are often used to convey message.

e. Participants share inside jokes.

f. Words that signal intimacy are used.

CASUAL SPEECH STYLE

- Relaxed or informal dialogue between friends, peers, colleagues, or family.
- Participants may use group language so only members of the group can understand it.

CONSULTATIVE STYLE

- The opposite of the intimate style. Because, this style is used precisely among people who do not share common experiences or meaning.
- This style requires two-way participation and interruptions can occur during the communication.

Ex: Superior - Subordinate

Teacher - Student

Expert - Apprentice

FORMAL STYLE

- Used only for imparting information. The speech is well-organized and correct in grammar and the exact definitions are important in the formal style. This style does not allow interruptions.
- One-way communication
- Speech is expected to be presented in complete sentences with specific word usage.
- Standard for work, school, and business.
- Most often seen in writing than in speaking.

FROZEN STYLE

- Is a formal style whose quality is static, ritualistic, and may even be archaic. Frozen style is exemplified by prayers that have been recited in the same way for years.
- Also known as fixed speech
- Reserved for traditions in which the language does not change.

Ex: National Pledge, School Creeds, Marriage Ceremonies.