**KRISTINE EMERALD YOME GALLARDO ORAL COMMUNICATION**

**11 STEM 6B**

1.**What makes hearing and listening distinct from one another?**

**Hearing and listening are two processes, though they often seem interchangeable. ‘’Hearing’’ is a passive, physiological process where sound waves are detected by the ears and processed by the brain. It doesn’t require conscious effort—anyone with functional auditory systems can hear sounds as they occur. In contrast, ‘’listening’’ is an active, cognitive process where the brain not only hears but also interprets, analyzes, and understands the sounds. Listening requires attention, focus, and mental engagement to grasp the meaning of the spoken message. While hearing happens automatically, listening requires intention and effort, making it essential for effective communication. For example, hearing is like background noise—while listening involves paying attention to a speaker during a conversation, processing their words, and formulating a response.**

**2.How can you improve your communication skills?**

**Improving communication skills is a multifaceted effort that requires development in both verbal and nonverbal areas. One major way to improve is by focusing on ‘’active listening’’ This means not just hearing the words but understanding the speaker's intent, responding thoughtfully, and asking relevant questions. Another method is to practice ‘’clarity in speech’’, ensuring your message is straightforward and concise without overloading the listener with unnecessary information. You can also work on ‘’expanding your vocabulary’’ which can help you express your thoughts more precisely and confidently. In addition, you can improve by becoming more aware of ‘’nonverbal communication’’, like body language, gestures, and facial expressions, since these can enhance or detract from your spoken message. Regularly engaging in conversations, reading widely, practicing public speaking, and seeking constructive feedback will also aid in honing your communication abilities.**

**3.What should you do and practice to improve your communication skills?**

**To improve communication skills, there are several specific practices to follow. Start with “active listening’’ focus entirely on the speaker without interrupting, acknowledge what they are saying with nods or verbal affirmations, and respond in a way that shows understanding. Another key practice is to ‘’think before speaking’’, ensuring that your thoughts are organized and you convey the intended message clearly. It's also essential to practice ‘’nonverbal communication’’ by maintaining eye contact, using appropriate gestures, and controlling your tone of voice. You can also practice ‘’public speaking’’ in both formal and informal settings, as this builds confidence and clarity in delivering messages to larger audiences. Reading books and articles can improve both your vocabulary and comprehension, which in turn sharpens your ability to express complex ideas more simply. Finally, regularly seek ‘’feedback’’ from peers or mentors on how well you communicate and make necessary adjustments.**

**1. What makes verbal and nonverbal communication distinct from one another?**

**Verbal and nonverbal communication are distinct yet complementary forms of conveying messages. ‘’Verbal communication’’ involves the use of language, either spoken or written, to express ideas, emotions, or information. It is explicit and relies on words and grammar to be understood. For instance, a conversation, a speech, or an email are all forms of verbal communication where language is used to clearly communicate thoughts. ‘’Nonverbal communication’’, on the other hand, includes body language, facial expressions, gestures, posture, and tone of voice. It often conveys emotional undertones or attitudes that words may not fully capture. While verbal communication transmits the actual content of the message, nonverbal communication provides context and emotional depth. For example, a person may verbally express agreement, but if they are slouching, avoiding eye contact, or crossing their arms, the nonverbal cues might suggest disinterest or defensiveness.**

**2. Why is it important to pay attention to how we’re acting (nonverbal communication)?**

**It is crucial to pay attention to our nonverbal communication because it often conveys more than the words we speak. Nonverbal cues such as facial expressions, posture, gestures, and eye contact play a major role in how others perceive us. These signals can enhance or contradict our verbal communication. For example, if someone is smiling while delivering bad news, it can create confusion or mistrust. By being aware of our body language, we can ensure that our nonverbal cues align with our verbal message, making our communication more effective. Moreover, nonverbal behaviors influence how people respond to us. In professional settings, slouched posture or lack of eye contact can suggest lack of confidence, while positive body language, like an upright posture and open gestures, can convey confidence and engagement. Paying attention to nonverbal communication allows us to make adjustments that improve our interactions and build rapport.**

**3. 5 Qualities of Someone Skilled at Communication:**

**Clarity: Skilled communicators express their thoughts in a straightforward and unambiguous manner, ensuring that their message is easily understood by the audience. They avoid jargon and overly complex language**

**Empathy: Effective communicators are empathetic, understanding the feelings and perspectives of others. They listen without judgment and respond in ways that acknowledge the emotions and needs of their audience.  
Active Listening: This quality involves fully focusing on the speaker, absorbing their message, and providing feedback. Active listeners avoid interrupting and are genuinely interested in what others have to say.  
Confidence: Confidence in speech helps communicate authority and makes the message more convincing. Confident communicators are clear, assertive, and unafraid to share their opinions or ideas.  
Adaptability: Skilled communicators adjust their style and approach depending on their audience. Whether speaking to a colleague, a child, or a large crowd, they tailor their message for maximum impact.**

**4. GIVE 5 ILLUSTRATION OF EFFECTIVE BO Y LANGUAGE**

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**5. 5 Instances of Negative Body Language:**

**Crossed arms: This gesture can suggest defensiveness, discomfort, or closed-off feelings, even when someone is not consciously aware of it.**

**Avoiding eye contact: Lack of eye contact can indicate disinterest, insecurity, or dishonesty. It may make others feel disconnected or that the speaker is untrustworthy.**

**Slouching: Poor posture, such as slouching, suggests a lack of energy, confidence, or engagement, and may leave a negative impression in professional settings.**

**Fidgeting Repetitive movements like tapping fingers, playing with objects, or shifting in the seat can indicate nervousness, impatience, or distraction.**

**Rolling eyes: This gesture is a clear sign of disrespect, impatience, or frustration and can undermine trust or respect in a coversation**