PURPOSIVE COMMUNICATION

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**COURSE&SECTION : BSIT-1F**

MODULE 1

Communication, Principles, Processes and Ethics

**II. WARM-UP**

1. What does communication mean?

* Communication is the exchange of thoughts, ideas, concepts, and points of view between or among two or more people.

1. How important is communication to your personal and professional success?

* Communication is an important skill because it is at the root of what makes us human and is an essential part of our society. Great communicators have more fulfilling relationships and connect with others on a variety of levels faster.

**III. SELF-AUDIT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Usually  (3) | Sometimes  (2) | Seldom  (1) | Never  (0) |
| 1. I acknowledge the barriers to communication and address them effectively. | ✔ |  |  |  |
| 2. I adjust to my audience’s needs, values, and beliefs. |  | ✔ |  |  |
| 3. I am clear with my purpose. |  | ✔ |  |  |
| 4. I am confident. |  |  | ✔ |  |
| 5. I give a timely and specific  feedback. | ✔ |  |  |  |
| 6. I keep an open-mind. | ✔ |  |  |  |
| 7. I listen attentively. |  | ✔ |  |  |
| 8. I keep my message short but complete. |  | ✔ |  |  |
| 9. I observe verbal and non-verbal messages effectively. | ✔ |  |  |  |
| 10. I support my message with facts. |  | ✔ |  |  |
| TOTAL | **12** | **10** | **1** | **0** |
| GRAND TOTAL | **23 – Approaching Proficiency** | | | |

**VI. COMPREHENSION CHECK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Context | Sender-Receiver | Message | Channel | Barriers |
| 1.Online class | Teacher, Students | Lesson about the module or learning book | Gadgets | Poor internet connection |
| 2. School Orientation through Facebook Live | Teacher, Principal or Office Stuff | Discussing the policy of school, requirements for upcoming school year, etc… | Social Media | Noise |
| 3.Meeting friends at mall | Two person/man or woman | Talking about their personal lives | Face to face conversation | Noise |
| 4. Student was officially enrolled | School official | A school official notifies the student that he has been enrolled. | Text/Emails | Time frame |
| 5.Parent ordering in fast food | Parent, Employee | Parent is about to order some snacks or dinner for the family | Face to face conversation | Noise, Low voice |

**VII. REFLECTION**

|  |  |
| --- | --- |
| What were your misconceptions about the topic prior to taking up this lesson? | What new or additional learning have you gained from this lesson in terms of skills, content, and attitude. |
| *I thought…* that communication is just a communication or just talking to each other, and there is no communication model. | *I learned that…* communication is very important in our lives; without it, we cannot understand each other. I also learned that communication has a model, and that model consists of 5 basic elements: the speaker, the speech, the occasion, the audience, and the effect. |