

Learner's Packet (LeaP) in English 7 (Week 1)

LESSON:	Using Effective Techniques in Conducting an Interview
MELC:	Use correct and appropriate multi-media resources when orally giving information, instructions, making explanations and narrating events in personal or factual recounts
CONTENT:	Preparing the questions and knowing the appropriate way to ask them are essential during an interview. <ul style="list-style-type: none"> Expressing ideas, opinions, feelings, and emotions during interviews Using appropriate prosodic features of speech during interviews Employing appropriate oral language and stance in an interview

INTRODUCTION

In Second Quarter, you learned that people are sources of information and an interview, as a primary source, is a way to gather information. In this lesson, you will learn effective ways in conducting an interview.

Observe the virtual interview below:

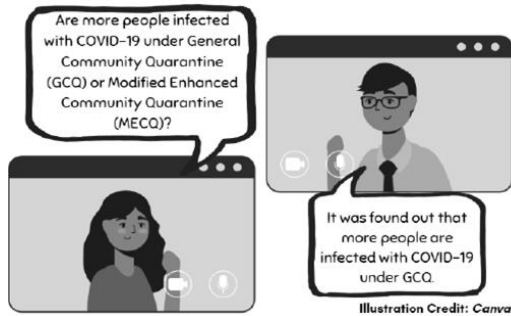


Illustration Credit: Canva

During an interview, whether it is face to face or virtual, asking the right questions helps you get important information from the interviewee (a person who is interviewed). It also helps you develop your confidence since asking questions means you have to speak with people. To accomplish this, you must plan the interview questions carefully.

The following are some useful tips for you to remember as you conduct your interview.

- Know the person's background and get an idea on the kind of questions he/she can answer.
- Make a list of questions regarding the subject or issue you have agreed upon.

Avoid asking questions answerable by yes or no and try asking open-ended questions by using 5W's and H (Who, What, Where, When, Why, and How). Sometimes, they are not a question at all, but a statement meant to prompt a response like "tell me about", "describe", "tell me more", etc.

B. During the Interview

- As an interviewer, make your interviewee comfortable and at ease, no matter how serious the topic is.
- Be aware of your body language. Make and maintain eye contact with your interviewee.
- Take down notes by writing in a piece of paper or use a voice recorder if available.

C. After the Interview

- Summarize the main points of your interview.
- Thank the interviewee after you have asked all your questions.

Those are the guidelines which you can put into practice to have a successful interview.

If you have a copy of the English 7 Learner's Material, you can read more on the guidelines in conducting an interview on pages 368-369

DEVELOPMENT Read the transcript of a virtual interview between a student and a local expert. Observe the student interviewer's questions during the interview.

Interview Transcript

Student: Mr. Javier, you know that everyone is greatly concerned about pollution. I lived in Mindanao last year. But I think the pollution is worse in the cities. To what extent is air polluted in Metro Manila, sir?

Mr. Javier: Indeed, the quality of air in Metro Manila is very poor. Our studies here in DENR show that the air around Metro Manila contains up to three times the volumes of pollutants in what should be normal or "healthy" air for us to breathe.

Student: May I know what these pollutants are?

Mr. Javier: There are six major ones: carbon monoxide, nitrogen, dioxide, sulfur dioxide, lead, particulates, and total oxidants.

Student: Oh, I must take down all of them. How do these pollutants get into the air, sir?

Mr. Javier: Here in Metro Manila, motor vehicles are the dominant sources of pollution. Our study shows that diesel-fueled vehicles are the primary sources of particulate matter. Gasoline powered vehicles, on the other hand, are the main sources of land pollutants.

Student: It's my first time to hear about particulate matter. What is it, sir?

Mr. Javier: Particulate matter is made up of all sorts of tiny particles in the air, like dust and the ashfall from Mt. Pinatubo. What we see coming out of "smoke-belching" jeepneys and buses are, in fact, millions of tiny pieces of burnt oil and fuel.

Student: Why should we be concerned about air pollutants?

Mr. Javier: You see particulate matter has been found to be the most damaging to our health. It can cause cancer and pulmonary diseases. Lead, too, poses a health hazard, especially to children. Studies have shown that the children with high levels of lead experience more behavioral problems and decrease ability to concentrate. So, don't be out in the streets so often.

Student: I learned so much from you sir. Thank you for sharing your expertise with me.

Mr. Javier: You're welcome. See you again.

Source: Moving Ahead in English, pages 81-82

Learning Task 1:

After reading the transcript, give a short summary of the interview like the example below. Write your answer in your paper.

Example:

"In this interview, the student asks Mr. Javier about air pollution in the city."

Learning Task 2:

In this task, you will list down three (3) questions which you think are examples of effective interview questions the student asked Mr. Javier. Explain why you think those were effective based on what you learned from the discussion. Write your answers on your paper.

Effective Question	Explanation
Example: "To what extent is air polluted in Metro Manila, sir?"	This is an open-ended type of question.
1.	
2.	
3.	

Learning Task 3:

Now, evaluate the interview based on the criteria below. Check (✓) the box of each indicator if observed.

Interview Questions:

- The questions are interesting, open-ended, and engaging.
- The questions are all related to the topic or subject matter.
- The questions are designed to draw out information from the interviewee.

Politeness:

- The student never interrupted or hurried the person being interviewed.
- The student thanked the interviewee after the interview.

ENGAGEMENT

Learning Task 4:

Audio, in communication, is an essential tool to deliver message. Before, an audio can be created and transmitted through tape, radio, or CD. Today, a different alternative is offered by the Internet - the podcast. You may have encountered the term in your previous lesson in Listening Strategies. It is a digital audio file that is posted on the Internet.

For you to practice the guidelines in conducting an interview, interview an expert on any field (Example: teacher, nurse, engineer, etc.). Imagine you will produce a 5-minute informative podcast about your interviewee's expertise.

1. First, copy and accomplish the template on "Interview Plan" in your paper. Then, provide the interviewee with a copy of the interview questions to allow him/her to prepare answers. Remember to use open-ended questions. (Example: What advice would you give someone who like to follow a similar career to yours?)

Interview Plan

Interviewer:

Interviewee:

Information I know about the Interviewee:
Job Position/Title: _____
Workplace: _____
Years in service/practice: _____
Others: _____

Possible Questions:
1. _____
2. _____
3. _____
4. _____
5. _____

Answers:
1. _____
2. _____
3. _____
4. _____
5. _____

2. If a smartphone or any sound recorder is available, you can use it to record the interview. You can use your recording to complete the last part of your Interview Plan where you will write your interviewee's answers. Remember to use a direct speech or write the exact answers of your interviewee.

3. After the interview, reflect on the questions that follow. Write your answers on your paper.


- ☐ What was it like to interview someone?
- ☐ Which of the tips or guidelines did you use, and how did it help you as an interviewer?

Be guided with the rubric that follows for you to know how your output will be graded.

Rubric in Conducting an Interview

	EXCELLENT (5)	GOOD (4)	FAIR (3)	NEEDS IMPROVEMENT (1)
Interview Questions	Open-ended questions and follow-up are used that draw interesting and relevant information from the interviewee	Open-ended questions and follow-up questions are used appropriately	Open-ended questions and follow-up questions are occasionally irrelevant to the topic	Only yes-or-no questions are used. No follow-up questions are asked.
Organization of Interview	The questions are arranged in a clear and logical manner	1-3 questions are not clearly organized in the interview	More than 3 questions are not clearly organized in the interview	Organization of questions is not observed in the interview

ASSIMILATION

 **In conducting an interview, remember to do the following:**

Know the interviewee's background.

Ask open-ended questions.

Maintain eye contact with the interviewee.

Take down notes on a paper or use voice recorder.

Thank the interviewee after the interview.

ASSESSMENT Instructions: Identify whether the question is effective or ineffective. Check (✓) the appropriate box in the first column. Then, improve the question if it is ineffective. The first one is done for you as your guide.

Questions	Improved Questions
<div><input type="checkbox"/> Effective</div> <div><input checked="" type="checkbox"/> Ineffective</div> <div><i>Example: Is runny nose a symptom of COVID-19?</i></div>	<i>What are the most common symptoms of COVID-19?</i>
<div><input type="checkbox"/> Effective</div> <div><input type="checkbox"/> Ineffective</div> <div>1. Do face masks protect us against COVID-19?</div>	
<div><input type="checkbox"/> Effective</div> <div><input type="checkbox"/> Ineffective</div> <div>2. How long does the COVID-19 virus live on surfaces?</div>	
<div><input type="checkbox"/> Effective</div> <div><input type="checkbox"/> Ineffective</div> <div>3. What are the best cleaners to remove germs?</div>	
<div><input type="checkbox"/> Effective</div> <div><input type="checkbox"/> Ineffective</div> <div>4. Is it safe to be outdoors during the pandemic?</div>	
<div><input type="checkbox"/> Effective</div> <div><input type="checkbox"/> Ineffective</div> <div>5. Are there any treatments available for COVID-19?</div>	

REFLECTION

Then and Now: Reflect on what you learned from the lesson by completing the sentence below:

I used to think

_____.

But now, I think

_____.

Learner's Packet (LeaP) in English 7 (Week 2)

LESSON:	Using Multimedia Resources when Presenting Information
MELC:	Use correct and appropriate multi-media resources when orally giving information, instructions, making explanations and narrating events in personal or factual recounts
CONTENT:	Effective use of multimedia resources can help make the ideas clearer and the presentation more interesting.

INTRODUCTION

Have you experienced presenting or reporting in class or an audience? If you answered "yes", copy the list below and check (✓) the resources you have used in your presentation.

- | | |
|--|--|
| <input type="checkbox"/> Digital posters | <input type="checkbox"/> Clip Art |
| <input type="checkbox"/> Handouts | <input type="checkbox"/> Sound and music |
| <input type="checkbox"/> Charts and graphs | <input type="checkbox"/> Video Clips |
| <input type="checkbox"/> Maps | <input type="checkbox"/> Audio Clips |
| <input type="checkbox"/> Photos | <input type="checkbox"/> Infographics |

Technology can be used to assist you when you create your presentations. For example, you can enhance your oral presentations with audio, pictures, diagrams, drawings, animation, and/or video. Whenever those are combined, the result is multimedia. You can create and arrange your presentations using PowerPoint Slides, for instance, which are also multimedia as they combine text and images, and sometimes video and other types. In this lesson, you will know how to choose the right multimedia resource for your topic. Here are the things to consider in creating your presentation.

Creating Your Presentation

- **Audience** - Who will be listening to you? First, you need to know who your audience are and adjust your presentation depending on them. As you prepare, it is also important to know if they have any background knowledge about your topic.
- **Content** - What material is interesting and engaging that is also appropriate for your topic or subject matter? You should think of multimedia as a way to emphasize your point. Try to connect your topic to the experiences and interests of your audience.
- **Organization** – What are the things that you will add and remove? Create an outline of your main and sub points. You also need to indicate the kind of multimedia that will improve your point.

Remember:

- ☐ Use photos that help illustrate your point or enhance what your text is saying.
- ☐ Use charts, infographs, and diagrams to help explain complicated information or statistics to your audience.
- ☐ Use maps to allow your audience to recognize a location in your information.
- ☐ Use video and audio clips to add life, and even emotion, to your presentation like when presenting speeches or news stories.
- **Platform** – What is the main platform that you will use? There are so many ways to create your presentation aside from PowerPoint like Google Slides, Canva, Vismi, Powtoon, and Prezi.

It is also important to know that multimedia elements are divided into two parts:

1. Dynamic Elements

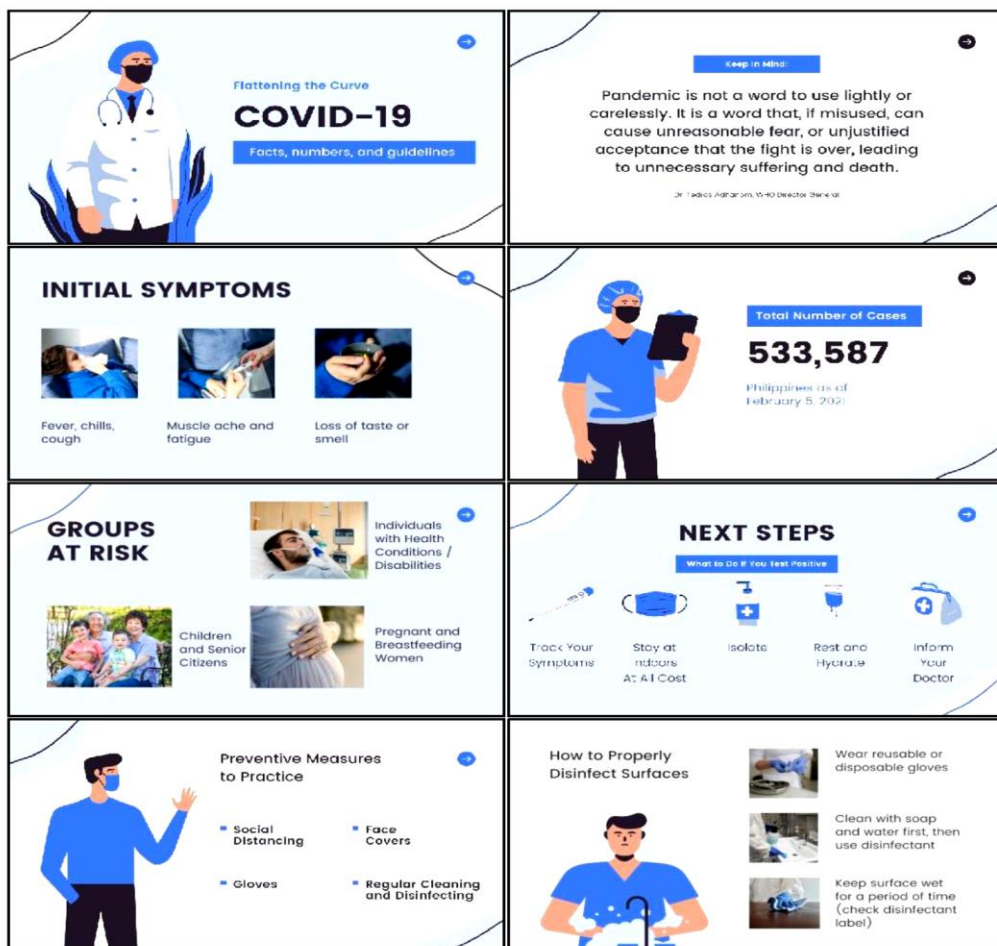
These are objects that move or change like video, audio, and animation.

2. Static Elements

These are objects that do not move like text and graphics.

Now, look at how the following examples of presentations used multimedia resources:

If you have a way to connect to the Internet, look at the slides in this link: <https://tinyurl.com/canvaCOVID-19>
If internet is not available, here are the sample slides on COVID-19 from Canva.



If you have a way to connect to the Internet, watch the video in this link:

<https://tinyurl.com/fbwatchlpihs>

It is a short informative Tiktok video entry of Luis Palad Integrated High School in TumPACS in which the topic "Development of Vaccines" is presented.

Source: Junior Chemistry Congress. (2021, February 16). TumPACS Entry #4 [Video]. Facebook Watch.

<https://www.facebook.com/juniorchemistrycongress/videos/505992923725313>

In using **multimedia resources**, you can enhance your presentation. You will liven up your presentation and engage your audience by selecting the right graphics, video, and/or audio.

DEVELOPMENT

Learning Task 1: Choose one (1) from the two examples of multimedia presentation. Then, copy your chosen column on your paper. Observe the presentation and check (✓) the multimedia resource/s used.

Canva: COVID-19	TumPACS: Development of Vaccines
Multimedia Resources: <input type="checkbox"/> Maps <input type="checkbox"/> Video Clips <input type="checkbox"/> Photos <input type="checkbox"/> Audio Clips <input type="checkbox"/> Clip Art <input type="checkbox"/> Infographics <input type="checkbox"/> Animation <input type="checkbox"/> Sound and music <input type="checkbox"/> Charts and graphs	Multimedia Resources: <input type="checkbox"/> Maps <input type="checkbox"/> Video Clips <input type="checkbox"/> Photos <input type="checkbox"/> Audio Clips <input type="checkbox"/> Clip Art <input type="checkbox"/> Infographics <input type="checkbox"/> Animation <input type="checkbox"/> Sound and music <input type="checkbox"/> Charts and graphs

Learning Task 2: Now that you have identified the multimedia resources used in the presentation, answer the questions that follow. Write your answers on your paper.

1. What is the purpose of the presentation?
2. What type of multimedia elements are used– dynamic, static, or both? Explain.
3. What multimedia resource/s make the biggest impact on the screen? Why?
4. Are there resources that you found to be distracting or ineffective? Explain.
5. How do these resources contribute to achieve the purpose of the presentation?

Learning Task 3:

Evaluate each of the statement as valid or not. Draw a smiley face if the statement is true and a sad face if the statement is false. Draw you answer on your paper.

1. Multimedia is the result of combining audio, still images, animation, video and interactivity.
2. The basic elements of multimedia are text, graphics, animation, video, and audio.
3. Animation, video, and audio are examples of static elements.
4. Music and speech can be stored in the computer as audio files.
5. In creating your presentation, the first thing to consider is the platform that you will be using, whether it is PowerPoint, Google Slides, or Canva.

ENGAGEMENT

Learning Task 4: In planning multimedia presentation, you can use a Storyboard to keep everything organized. It is a good idea to make a storyboard for each slide to plan the content and layout of your presentation. You can sketch, write, or paste into each slide. Include text, images, sounds or music title, and other resources that you plan to use in your presentation. Below is an example of storyboard on COVID-19 presentation:

TOPIC: Facts about COVID-19 Insert an illustration of a Doctor Slide 1	Introduce the topic with a definition of "Pandemic" from credible source. Slide 2	INITIAL SYMPTOMS Insert a Picture Picture showing Fever, chills, cough Insert a Picture Picture showing Muscle ache and fatigue Insert a Picture Picture showing Loss of taste or smell Slide 3
Total No. of Cases in the Philippines Insert an illustration of a Doctor looking at Data Slide 4	GROUPS AT RISK Insert a Picture Picture of Children and Senior Citizens Insert a Picture Picture of Individuals with Health Conditions / Disabilities Insert a Picture Picture of Pregnant and Breastfeeding Women Slide 5	WHAT TO DO IF POSITIVE Insert an illustration Track Your Symptoms Insert an illustration Stay at Home At All Cost Insert an illustration Isolate Insert an illustration Rest and Hydrate Insert an illustration Inform Your Doctor Slide 6
PREVENTIVE MEASURES TO PRACTICE Insert an illustration of an individual wearing Face Mask Social Distancing Face Covers Gloves Regular Cleaning and Disinfecting Slide 7	HOW TO PROPERLY DISINFECT SURFACES Insert an illustration of an individual cleaning surfaces Wear reusable or disposable gloves Clean with soap and water first, then use disinfectant Keep surface wet for a period of time (check disinfectant label) Slide 8	

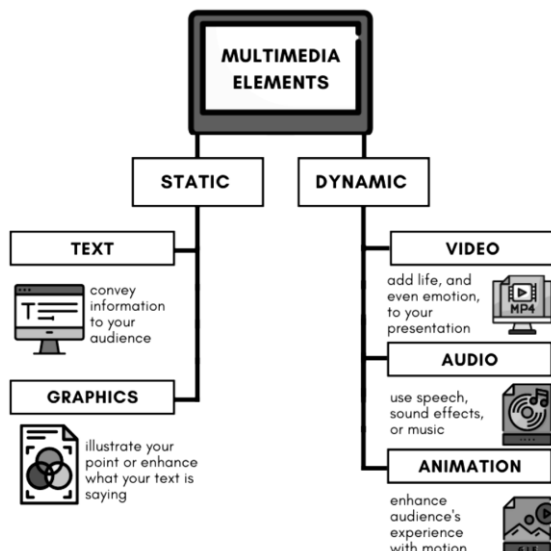
1. For your final task, choose one (1) from the topics below:

- Energy Conservation
Time and again, you hear tips for energy conservation. At home, what do you do to help cut down your electric bills?
 - Water Conservation
Look around you and observe how water is wasted (at home and the neighborhood). List them and state some do's and don'ts to save water.
2. Next, create a multimedia presentation storyboard for a minimum of 6 slides and a maximum of 10 slides about your chosen topic. Do this in a long bond paper or any available paper. Remember that you can sketch, write, or paste into each slide. Include text, images, sounds or music title, and other multimedia resources that you plan to use in your presentation. Be guided with the rubric that follows.

Rubric for Rating

Criteria	10	8	6	4	2
Accuracy/Completeness (facts)					
Creativity (use of multimedia)					
Organization (logical sequence of information)					
Presentation (logical and interesting)					
Mechanics (spelling and grammar)					
Total	/ 50				

ASSIMILATION You can enhance your oral presentations using audio, pictures, diagrams, drawings, animation, and/or video.



ASSESSMENT: Instructions: Pick the resource that is suitable to present each information. Choose from the following: **video clips, audio clips, music, photos, maps, charts, and graphs**

Topics	Multimedia
1. Physical Fitness at Home during Pandemic	
2. President Rodrigo Duterte's 5th State of the Nation Address (SONA)	
3. Tips on Using Chemical Disinfectants at Home	
4. COVID-19 Cases Statistics in CALABARZON	
5. Most Affected Regions of COVID-19 in the Philippines	

REFLECTION Then and Now: Reflect on what you learned from the lesson by completing the sentence below:

I used to think _____.

But now, I think _____.