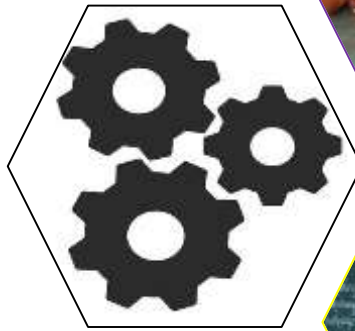


# Oral Communication



**Oral Communication in Context**  
**Quarter 1 – Module 10-A: Verbal Communication**  
**First Edition, 2020**

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# **Oral Communication**

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## **Quarter 1**

### **Self-Learning Module 10-A**

### **Verbal Communication**



# Introductory Message

For the Facilitator:

Welcome to the Oral Communication Self-Learning Module on **Verbal Communication**.

This Self-Learning Module was collaboratively designed, developed, and reviewed by educators from the Schools Division Office of Pasig City headed by its Officer-in-Charge Schools Division Superintendent, Ma. Evalou Concepcion A. Agustin, in partnership with the City Government of Pasig through its mayor, Honorable Victor Ma. Regis N. Sotto. The writers utilized the standards set by the K to 12 Curriculum using the Most Essential Learning Competencies (MELC) in developing this instructional resource.

This learning material hopes to engage the learners in guided and independent learning activities at their own pace and time. Further, this also aims to help learners acquire the needed 21st-century skills especially the 5 Cs, namely: Communication, Collaboration, Creativity, Critical Thinking, and Character while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



## ***Notes to the Teacher***

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator, you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.



For the learner:

Welcome to the Oral Communication Self-Learning Module on **Verbal Communication**.

The hand is one of the most symbolized parts of the human body. It is often used to depict skill, action, and purpose. Through our hands, we may learn, create, and accomplish. Hence, the hand in this learning resource signifies that you as a learner is capable and empowered to successfully achieve the relevant competencies and skills at your own pace and time. Your academic success lies in your own hands!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning material while being an active learner.

This module has the following parts and corresponding icons:



**Expectations** - This points to the set of knowledge and skills that you will learn after completing the module.



**Pretest** - This measures your prior knowledge about the lesson at hand.



**Recap** - This part of the module provides a review of concepts and skills that you already know about a previous lesson.



**Lesson** - This section discusses the topic in the module.



**Activities** - This is a set of activities that you need to perform.



**Wrap-Up** - This section summarizes the concepts and application of the lesson.



**Valuing** - This part integrates a desirable moral value in the lesson.



**Posttest** - This measures how much you have learned from the entire module.





## EXPECTATIONS

This is your self-instructional learner module in Oral Communication in Context. All the activities provided in this lesson will help you learn and understand: **Verbal Communication**.

Specifically, you will learn the following:

1. identify the characteristics of effective verbal communication;
2. illustrate how verbal communication skills can be effective; and
3. exhibit the value of creativeness or innovation in using verbal communication.



## PRETEST

Directions: **Write the letter of the correct answer on the blank before the number.**

\_\_\_1. It refers to the use of language orally or in writing.

- A. Channel
- B. Communication
- C. Verbal Communication
- D. Nonverbal Communication

\_\_\_2. Which is not a characteristic of effective verbal communication?

- A. Ethics
- B. Vividness
- C. Appropriateness
- D. Understandability



- \_\_\_3. Which of the following does not affect the transmission of verbal communication?
- A. the words you choose
  - B. how you say the words
  - C. the interest of the listeners
  - D. how you reinforce the words with other nonverbal communication
- \_\_\_4. It is essential for you to certainly state your messages, ideas, and feelings because the meanings of words may be interpreted differently by a listener. This characteristic of effective verbal communication refers to...
- A. Brevity
  - B. Clarity
  - C. Vividness
  - D. Appropriateness
- \_\_\_5. This refers to your knowledge of grammatical rules which involves the use of correct word order and the difference in meaning that results from the change in the structure of a sentence.
- A. Syntactic Meaning
  - B. Pragmatic Meaning
  - C. Semantic Meaning
  - D. Verbal Meaning



## RECAP

In Self-Learning Module 9, we became familiar with the two types of public communication. We learned that the speaker could deliver his message through public speaking and mass communication. However, speech context is not the only factor to consider to be an effective and successful speaker. We must also take into account suitable choice of words, clarity of ideas, appropriate body





language, facial expressions, etc. in delivering a message in any given speech context to avoid miscommunication.



Source: <https://execed.economist.com/blog/career-hacks/lead-moment-impromptu-speaking>



## LESSON

Appropriateness of language, clarity of ideas and vividness of words pertain to verbal communication while suitability of body movements, correctness of tactile communication and standard use of space refer to nonverbal communication. Let us start with Verbal Communication.



Source: <https://execed.economist.com/blog/career-hacks/lead-moment-impromptu-speaking>

Verbal Communication refers to an interaction in which words are used to relay a message. For effective and successful verbal communication, use words to express ideas which can be easily understood. Let us say you are requested





to deliver a speech on Being Technologically Innovative to grade 12 students at the school auditorium. Since you will engage in public speaking, you need to consider the following **characteristics of effective verbal communication**:

First, **Appropriateness**. It means that the language you use should be appropriate to the environment or occasion that is whether formal language or informal language. Therefore, in your speech, you should use formal language because the occasion is formal. Another example is when the president delivers his SONA speech. He should also use formal language. On the other hand, informal language is more commonly used in the situations where we are more relaxed and that often involve people that we know on a more personal level. One example is a teacher leisurely talking with her colleagues while having lunch.

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Second, **Brevity**. This means that the speakers who often use simple yet precise and powerful words are found to be more credible. Try to achieve brevity by being more direct with your words. Avoid fillers and insubstantial expressions which do not add to the message, such as “uh”, “you know”, “I guess”, and others.

Third, **Clarity**. It means that the meanings of words, feelings, or ideas may be interpreted differently by a listener; hence, it is essential for you to clearly state your message and express your ideas and feelings.

Fourth, **Ethics**. This means that the words should be carefully chosen in consideration of the gender, rules, ethnicity, preferences, and status of the person you are talking to.

And fifth, **Vividness**. It means that the words that vividly or creatively describe things or feelings usually add color and spice to communication. Hence, you are encouraged to find ways to charm your audience through the use of vivid words.



## Guided Practice

Let us try a few items as practice exercise. Determine which characteristic of effective verbal communication each situation or concept pertains to. Write **A** if it pertains to Appropriateness, **B** if it is Brevity, **C** if it is Clarity, **E** if it is Ethics, and **V** if it is Vividness. Here is the first one.

- a. Can you guess what this utterance means?

Teacher to the class: "There are pieces of paper on the floor."



Source: <https://philippinesreport.com/house-committee-approves-bill-that-protects-teachers-from-bad-students-unfair-cases/>

The teacher's utterance seems ambiguous. Must the listeners interpret it as a statement of fact that there are indeed pieces of paper on the floor or must they interpret it as a request that the class pick up the pieces of paper? Therefore, it is important to state the message clearly to avoid ambiguity. The answer is C, Clarity.

- b. Which between the two synonymous words in each set adds more sophistication to your speech for a formal occasion?

cogitate – think



Source: [https://www.freepik.com/premium-vector/young-business-man-woman-confused-thinking-office-illustration\\_5305677.htm](https://www.freepik.com/premium-vector/young-business-man-woman-confused-thinking-office-illustration_5305677.htm)

hate – abominate





Source: <https://www.headspace.com/articles/when-we-dislike-somebody>

The formal word in the first set is cogitate and abominate in the second set. They are both formal words and they add more sophistication to what you are saying. The answer is A, Appropriateness.

c. Which between each set of word variations is correct?

American English

British English

elevator



lift

Source: <https://www.iberdrola.com/talent/elevator-pitch>

crazy



mad

Source: <https://medium.com/@felipe5horas/older-brother-7eb0147c9f7f>

restroom



toilet

Source: <https://scroll.in/bulletins/81/why-the-office-restroom-matters-more-than-we-think>

These kinds of English should be accepted as varieties true to particular groups of English users. We are not in the position to say that one variety is correct while the other is not since different people use English in a manner that serves their own purpose. We should consider the preferences of the person we are talking to. The answer is E, Ethics.





# ACTIVITIES

## Activity 1

With three lines per character, create a short dialogue between the two personas in each situation. Consider appropriateness, brevity, clarity, ethics, and vividness in composing the conversations for effective and successful verbal communication. Follow the format below.

1. A teacher congratulating a student after winning a speech contest

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

2. Friends who have not seen each other for a long time

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_

## Activity 2

With five lines per character, create a short dialogue between the two personas in each situation. Consider appropriateness, brevity, clarity, ethics, and vividness in composing the conversations for effective and successful verbal communication. Follow the format below.



1. A mother encouraging her child to study very well

Mother: \_\_\_\_\_

Child: \_\_\_\_\_

Mother: \_\_\_\_\_

Child: \_\_\_\_\_

Mother: \_\_\_\_\_

Child: \_\_\_\_\_

2. Best friends consoling each other about their problems

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_

Friend 1: \_\_\_\_\_

Friend 2: \_\_\_\_\_



## WRAP-UP

Express your thoughts on what you have learned after taking up Verbal Communication by completing the following utterance with four to five sentences. Write your answer on the space provided.

I learned that \_\_\_\_\_

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## VALUING

When talking with someone, how can you become more creative or innovative in utilizing verbal communication to have a meaningful and successful conversation? Write your five to six-sentence paragraph on the space provided.

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## POSTTEST

Directions: Choose the concept or idea that best answers the question or completes the statement by writing the letter on the space before the number.

1. What is the purpose of verbal communication?
  - A. talking loudly and clearly
  - B. conversing lightly and flirtatiously
  - C. chatting impressively and sophisticatedly
  - D. communicating verbally and professionally
  
2. Which is one of the methods of conveying messages verbally?
  - A. meditating at a garden
  - B. talking over the telephone
  - C. displaying an aura of confidence
  - D. giving a power point presentation



3. Which of these is NOT an example of verbal communication skill?
- A. eye contact
  - B. language use
  - C. speed of speech
  - D. vividness of words
4. Being an audience, one of the best ways to show that you actively participate in a speaking engagement is to \_\_\_\_\_.
- A. frown at the speaker
  - B. talk to the person next to you
  - C. ask the speaker to repeat what he said
  - D. have an appropriate amount of eye contact
5. Using verbal communication skills effectively will help you \_\_\_\_\_.
- A. deliver your messages uniquely and originally
  - B. convey your messages appropriately and vividly
  - C. provide the listeners utmost comfort and convenience
  - D. understand the listeners' requests and financial needs







## KEY TO CORRECTION

Pretest	1. C	1. [answers vary]	Posttest
2. D	2. [answers vary]	1. D	
3. C		2. B	
4. B		3. A	
5. A		4. D	
		5. B	

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