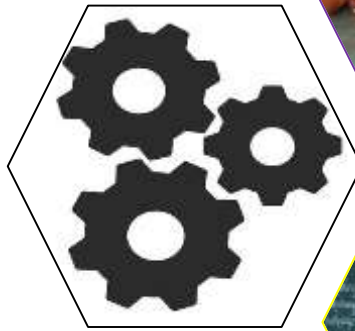


# Oral Communication



## Oral Communication in Context

### Quarter 1 – Module 2: Functions of Communication

First Edition, 2020

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Published by the Department of Education - Schools Division of Pasig City

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Printed in the Philippines by the Department of Education – Schools Division of Pasig City



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# **Oral Communication**

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## **Quarter 1**

### **Self-Learning Module 2**

### **Functions of Communication**



# Introductory Message

For the Facilitator:

Welcome to the Oral Communication Self-Learning Module on **Functions of 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 **Functions of 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: **The Functions of Communication.**

Specifically, you will learn about the following:

1. Identify the different functions of communication; and
2. provide situations where each function of communication is utilized.



## PRETEST

Directions: Identify the Function of Communication based on the given definitions. Write your answer on the space before the number. Choose your answer from the box.

Control	Emotional Expression
Social Interaction	Information Dissemination
Motivation	

- \_\_\_\_\_ 1. Communicating to allow individuals to mingle and socialize with other individuals.
- \_\_\_\_\_ 2. Communicating to guide, direct, or order others to behave in a particular way.
- \_\_\_\_\_ 3. Communicating to facilitate people's feelings.
- \_\_\_\_\_ 4. Communicating to transfer and data, information, and/or facts.
- \_\_\_\_\_ 5. Communicating to encourage others to live better and have a more positive outlook in life.





## RECAP

In the previous lesson, we discussed the fundamentals of communication, and its nature and elements that are involved in the process of communication. Indeed, we have found out that communication is really important because it allows us to transmit instructions, convey feelings and attitudes and express our thoughts.



## LESSON

Now that we know what communication is, we have to also understand what it is for. So, today we are going to answer the question, “Why do people communicate?”

**The Functions of Communication** are the primary purposes why people use language. The functions of communication are:

1. **Control** – also known as **Regulation**. This function of communication aims to guide or control an individual’s behavior. When communicating for control, people often tell you what to do. It may be in a form of advice or command. It could also be expressed implicitly.

*Examples:*

1. The doctor tells you, “Take your medicine 3 times a day.”
2. Your parents order you to wash the dishes.
3. Your teacher said, “Please tone down your voice.”

2. **Social Interaction** – this function of communication allows individuals to interact and socialize with others. It produces social relationships and develops intimacy, connections, and bond.

*Examples:*





1. Someone says, “It’s nice to meet you/ How do you do?”
2. A friend tells you, “Let’s have some coffee later after class.”
3. When a person confesses his/her feelings for another, “ I feel safe and calm when I’m with you”

3. **Motivation** – this function of communication encourages people to live better and have a more positive outlook. It is used to power up preferences, goals, and strengths.

*Examples:*

1. The valedictorian exclaimed, “We have to be the change our society needs.”
2. The teacher said that you are doing great and to keep it up.
3. When your city mayor encouraged everyone to be the best citizen they can be

4. **Emotional Expression** – this function of communication facilitates people’s expression of their feelings and emotions.

*Examples:*

1. When your mother tells your father, “I love you.”
2. “I appreciate that you are my friend.”
3. “I’ve been feeling down lately.”

5. **Information Dissemination** – this function of communication aims to acquire and/or convey information.

*Examples:*

1. When your teacher discusses the lesson.
2. A stranger asked, “Do you know how to go to the city hall?”
3. When the president delivers the State of the Nation Address.

It is worth noting that while most examples are verbal, the functions of communication may also be achieved nonverbally.





## Guided Practice

At this point, you will determine the functions of communication in the given situations. Take note that there could be more than one function in the communication process.

### Situation 1

The Supreme Student Government officers made their rounds in the campus to announce the events for the upcoming Foundation Week. They answered inquiries regarding the events. After their five-minute talk, they asked the class presidents to attend the meeting after the dismissal. In the meeting, they would discuss the booths and stalls for the foundation celebration.

What two functions can be seen in this situation?

*First, there is **information dissemination** as they discussed the facts and plans for the Foundation Week. Second is **control** or **regulation** when they asked the class presidents to attend the meeting after dismissal.*

### Situation 2

“I have waited so long to ask this question, and I guess this is the right time. I have loved you ever since we were high school. When I became your boyfriend, I loved you even more. I guess I want to prove that I can love you even more than that, so let me ask this. Will you marry me?” He asked as he knelt to the ground and opened the small box. I was crying tears of joy when I said, “Yes.”

What two functions can be seen in this situation?

*First, there is **emotional expression** as the guy spoke of his feelings for the girl. Second is **social interaction** when the guy asked, “Will you marry me?” It is a social interaction because it aims to elevate and form a bond or relation.*

### Situation 3

Paul advised Ethan about his handling of his income. Paul said, “We have to learn to handle your expenses better. I know you don’t earn much, but I also



know that when you put yourself into it, you can do anything. You must save for your future. You want the best future, and you can have that. You must have a better mindset in handling your money. Take my advice and don't spend too much on unnecessary things."

What two functions can be seen in this situation?

*First, there is **motivation** as the Paul encouraged Ethan to have a better lifestyle and outlook when it comes to handling his money. Second, there is also **control** or **regulation** as the Paul gave an advice that Ethan should listen to and follow.*



## ACTIVITIES

### Activity 1

Read the following situations and identify the function of communication by choosing the letter of the correct answer from the box. Write your answer on the space provided before the number.

- |                       |                              |
|-----------------------|------------------------------|
| A. Control            | D. Emotional Expression      |
| B. Social Interaction | E. Information Dissemination |
| C. Motivation         |                              |

- \_\_\_\_ 1. The assigned reporters were pointing at the data in their visual aid as they explained, "This is the population in Metro Manila in the year 2018."
- \_\_\_\_ 2. The pastor pats your back as you confessed your wrongdoings. He said, "you have to learn from your mistakes; I know you can be a better version of yourself when you let God move you."
- \_\_\_\_ 3. She hugged her sister as she said, "Thank you! I'm so happy because of this gift you give me *ate*."



\_\_\_\_4. Your father saw your untidy room then glared at you. “You know what to do”, he said. You then went and cleaned your room.

\_\_\_\_5. You fist bumped with your classmate and said, “Let’s be friends.”

## Activity 2

Recall the events during the quarantine. Write a paragraph with 100 words sharing your story of your experiences during the quarantine. Make sure that in your narrative, all functions of communication are present.

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## RUBRIC

Criteria	5	3	1
<b>Content</b>	The writing is complete and very detailed. All functions are utilized.	The writing is missing some elements and details. Some functions are utilized.	The writing is incomplete and has few details. Few functions are utilized.
<b>Mechanics</b>	The grammar and punctuations are all correct.	There are a few mistakes in grammar and punctuation marks.	There are many mistakes in grammar and punctuation marks.
<b>Organization</b>	The ideas are presented in a way that is easy to read. All sentences are connected.	The ideas are presented in a way that is slightly easy to read. Some sentences are connected.	The ideas are presented in a way that is hard to read. The sentences are disconnected.





## WRAP-UP

Communication has various functions. We communicate for different reasons. It could be for **control, social interaction, motivation, emotional expression, or information dissemination**. These functions can be shown verbally or nonverbally.



## VALUING

Words are powerful. When we use our words well, we can save a life, and we can make a change. During this pandemic, it is proper communication and information dissemination that helps everyone learn about the necessary precautions we need to take and to overcome this trial. It is constant motivation and reassurance that help ease our minds. Words are powerful, use them responsibly.



## POSTTEST

Directions: Read the statements and identify the function of communication. Choose only the letter of your answer.

1. The news channels periodically release data about the ongoing election. The public can monitor the number of counted votes.  
A. Social Interaction  
B. Control  
C. Information Dissemination  
D. Emotional Expression



2. The principal asked the students to fall in line properly and remain quiet during the flag ceremony.
- A. Social Interaction                      C. Information Dissemination  
B. Control                                      D. Emotional Expression
3. When I posted my artworks online, my best friend commented, “You’re getting better and better, continue improving your art and you will be the best.”
- A. Emotional Expression                      C. Motivation  
B. Information Dissemination                      D. Social Interaction
4. As I prayed, I told God how happy and thankful I am that my entire family is healthy.
- A. Emotional Expression                      C. Motivation  
B. Information Dissemination                      D. Social Interaction
5. I met a new acquaintance who has the same music taste as me, so I said, “We like the same bands, let’s watch concerts together sometimes!”
- A. Emotional Expression                      C. Motivation  
B. Information Dissemination                      D. Social Interaction





## KEY TO CORRECTION

5. D	Answers may vary	5. B	5. Motivation
4. A		4. A	4. Information Dissemination
3. C		3. D	3. Emotional Expression
2. B		2. C	2. Control
1. C		1. E	1. Social Interaction
Activity 3	Activity 2	Activity 1	Pretest

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