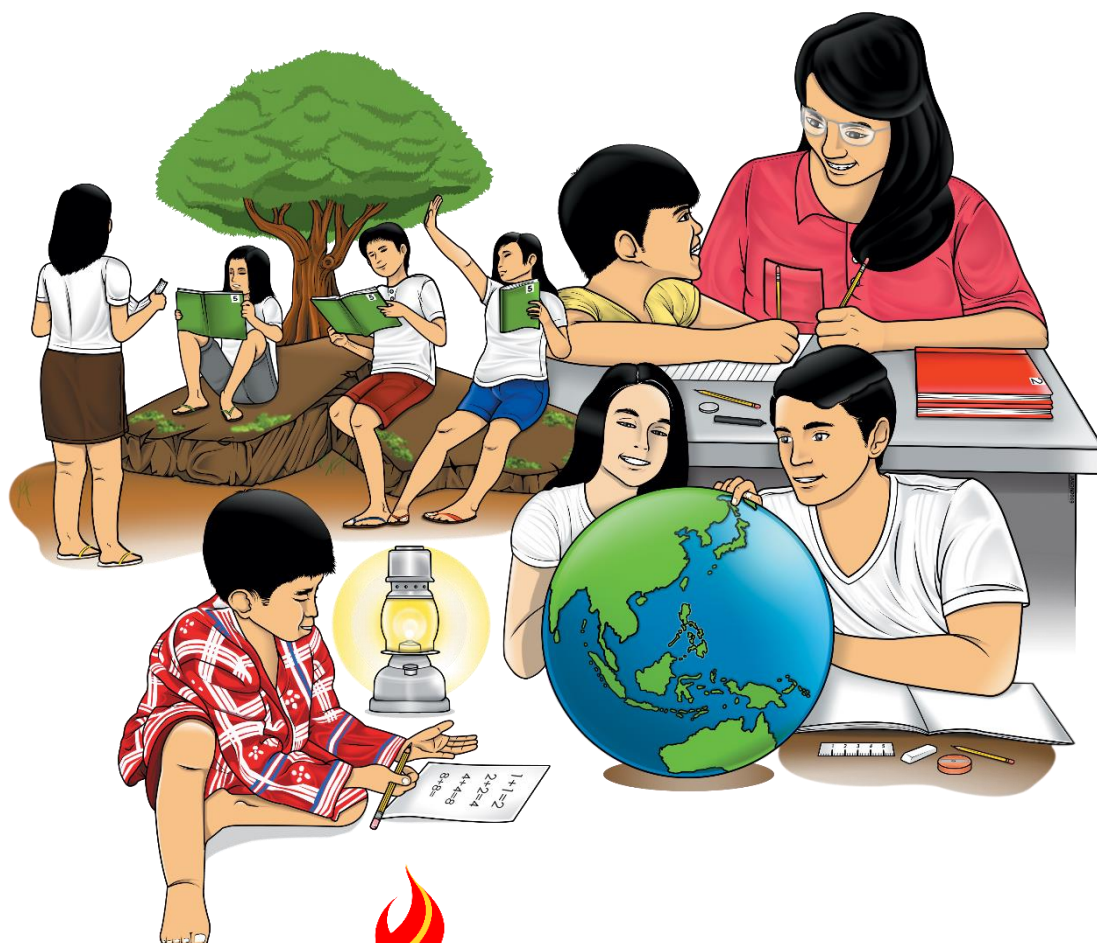


Oral Communication in Context

Quarter 1 – Module 1: The Functions, Nature, and Process of Communication



Oral Communication in Context
Alternative Delivery Mode
Quarter 1 – Module 1: The Functions, Nature, and Process of Communication
First Edition, 2020

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Published by the Department of Education
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Undersecretary: Diosdado M. San Antonio

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Printed in the Philippines by _____

Department of Education – National Capital Region

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Oral Communication in Context

Quarter 1 – Module 1: The Functions, Nature, and Process of Communication

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

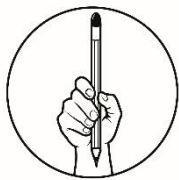
Thank you.



What I Need to Know

This module, The Functions, Nature, and Process of Communication was designed to make you better understand the nature and elements of oral communication in context, and realize the importance effective communication.

As you go through this module, you are expected to design and perform effective controlled and uncontrolled oral communication activities based on context.



What I Know

Directions: Match the word in column B with its definition in column A. Write the letter of your answer on a separate sheet of paper.

A	B
1. It refers to the idea transmitted by the sender to the receiver	A. Communication
2. It is the response or reaction given by the receiver to the sender of the message.	B. Motivation
3. It is when communication is used to encourage people.	C. Message
4. It is the exchange of information by speech, signals, or writing.	D. Encode
5. It is when communication is used to control behavior.	E. Source
6. It means to translate an idea into language.	F. Feedback
7. It is a medium used to send the message.	G. Regulation
8. It means to translate a language into an idea.	H. Decode
9. It refers to the one who develops the message to be communicated to either internal or external parties.	I. Channel
10. It hinders the participants of the communication process to understand one another.	J. Noise

Lesson 1

The Functions, Nature, and Process of Communication



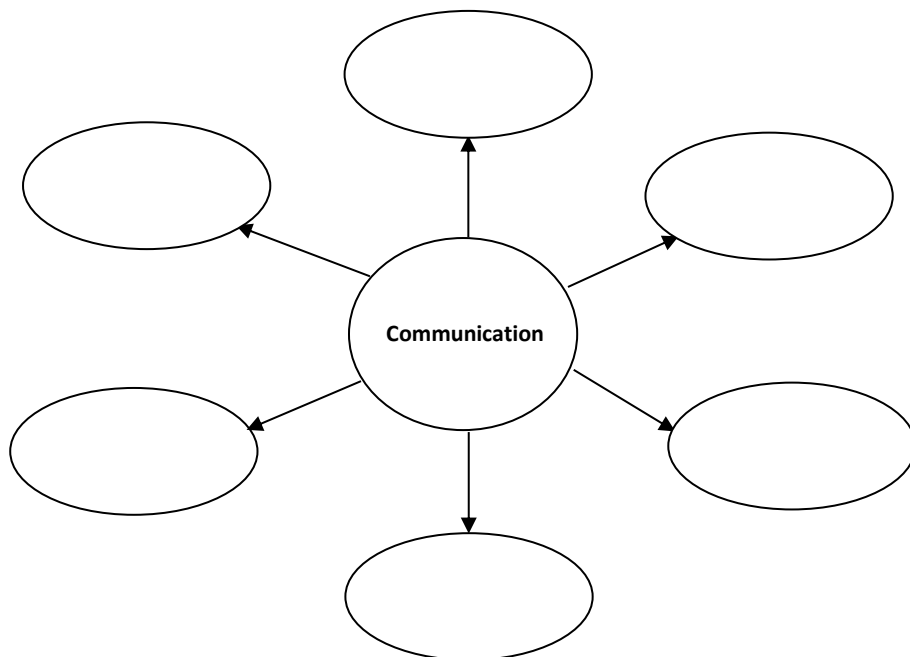
What's In

Communication is the act of transferring information from one person to another person or a group. Communication involves at least one sender, a message, and a receiver; but communication is more than just a transmission of information. It requires success in transmitting or sending a message.



What's New

Directions: Complete the concept map below. Fill out the web with ideas that are related to communication.





What is It

Communication is a process of sharing and conveying messages or information from one person to another within and across channels, contexts, media, and cultures (McCornack, 2014).

Nature of Communication

Communication is a process. It takes place when two or more people exchange ideas either through written or spoken words (verbal) or actions (nonverbal). Both verbal and nonverbal can be used at the same time.

Functions of Communication

There are five functions of communication. These are regulation or control, social interaction, motivation, information, and emotional expression.

1. Regulation / Control – Communication functions to control behavior. It can be used to regulate the nature and number of activities people engage in.

“Take your medicine before you go to bed.”

“Finish your work before you go.”

2. Social Interaction – Communication allows people to interact with others to develop bonds or intimacy. It also allows individuals to express desires, encouragement, needs, and decision or to give and get information.

“Would you like to go to church with me?”

“Come on! You can do it!”

3. Motivation – Communication persuades or encourages another person to change his/her opinion, attitude, and behavior.

“You’re on the right track. Keep up the good work.”

“My dream is to finish my Senior High School despite this pandemic”.

4. Emotional Expression – Communication facilitates people’s expression of their feelings such as love, fear, anger, joy, hope, or any other emotion.

“I’m so happy to have you in my life.”

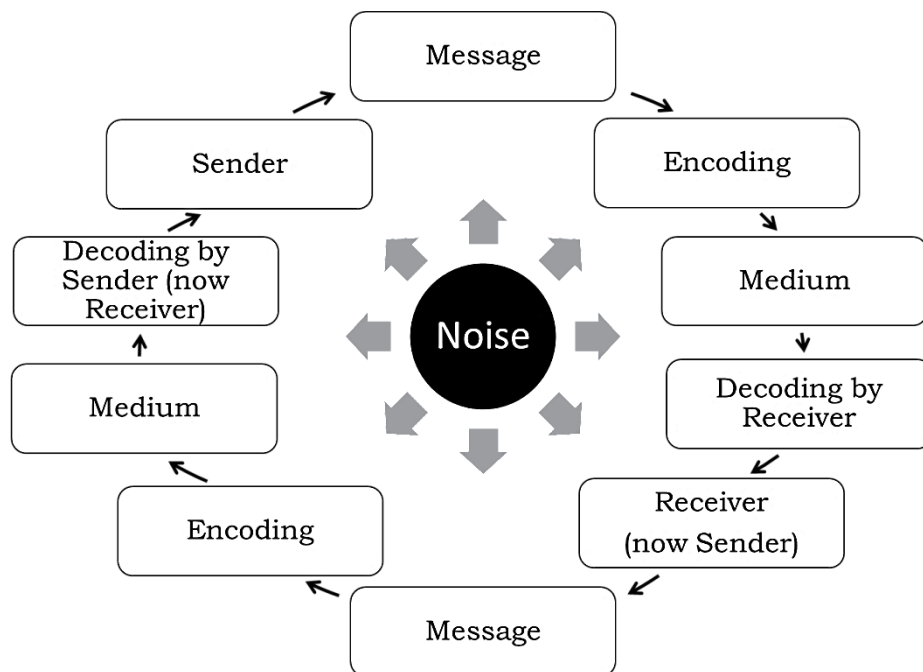
“I like you so much.”

5. Information – Communication functions to convey information. It can be used in giving and getting information.

“The Philippine Normal University was founded in 1901.”

“You can find the bathroom right next to this door”

The Process of Communication



In order to successfully communicate, it is important to understand the process of communication. The diagram above shows the basic steps.

1. The speaker **develops** an idea to be sent.
2. The speaker **encodes** the idea or converts it to words or actions.
3. The speaker transmits or sends out the idea using a specific **medium** or channel.
4. The receiver gets the message and **decodes** or interprets it.
5. The receiver provides or **sends feedback**.

At any point of the communication process, **noise** may take place and hinder the flow of communication process.

The Elements in The Process of Communication

Sender

The sender is the one who initiates the message that needs to be transmitted. He sends the message that may be in different forms such as pictures, symbols, postures, gestures, or even just a smile. After generating the idea, he sends it in such a manner that can be understood clearly by the receiver.

Message

Message refers to the information intended to be communicated by words as in speech, letters, pictures, or symbols. It can be verbal or non-verbal. It is the content the sender wants to convey to the receiver.

Encoding

It is the process of expressing the idea into appropriate medium. It may be verbal or non-verbal. The sender may put the message into a series of symbols, words, pictures or gestures.

Channel

It refers the medium or passage through which encoded message is passed to the receiver. It may be transmitted through face-to-face communication, telephone, radio, television, memorandum, or computer.

Receiver

Receiver refers to whom the message is meant for. He plays a significant role in the communication process like the sender. He needs to comprehend the message sent. His translation of the message received depends on his/her knowledge of the subject matter of the message, experience, and relationship with the sender.

Decoding

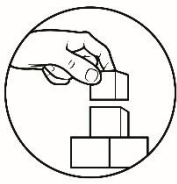
It means translating the encoded message into a language that can be understood by the receiver. After receiving the message, the receiver interprets it and tries to understand it.

Feedback

It refers to the response of the receiver to the message sent to him/her by the sender. Feedback ensures that the message has been effectively encoded and decoded.

Noise

It is a hindrance to communication. This can take place at any step in the entire communication process. There are various types of noise. Examples of physical noise are loud music, an irritating sound of an engine of a machine, or a classmate who talks to you while the teacher is giving a lecture. The second type of noise is physiological – when the body becomes the hindrance to communication such as headache, toothache, or hunger. The third type is psychological noise that refers to qualities in us that affect how we communicate and interpret others such as prejudice and any feeling can interfere with communication. Noise is considered as a barrier to effective communication.



What's More

Directions: Watch the video presentation with the title “A Failure to Communicate” through the link below. On a separate paper, identify the elements in the process of communication. Explain how each element affects the communication process.

If you cannot watch the said video, just think of a situation where miscommunication takes place between or among the participants in the communication process.



<https://www.youtube.com/watch?v=8Ox5LhIJSBE>

1. Sender

2. Message

3. Encoding

4. Channel

5. Receiver

6. Decoding

7. Feedback

8. Noise

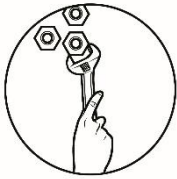


What I Have Learned

Directions: Fill in the blanks with the suitable words.

1. Communication is a transmission and _____ of information and ideas between two or among humans using words, symbols, and gestures.
2. Communication is more than just a transmission of information; it requires in transmitting a _____.
3. A sender is someone who clearly _____ and sends a message to a receiver using a particular channel.
4. Communication can be expressed through _____ or _____ or both at the same time.

5. The five functions of communication are regulation or control, social interaction, _____, information, and emotional expression.
6. Control or Regulation communication functions to _____.
7. Communication when used to encourage people is called _____.
8. Emotional expression facilitates one's expression of his _____.



What I Can Do

A. **Directions:** Write two sentences for each function of communication.

1. Regulation/Control

a. _____

b. _____

2. Social Interaction

a. _____

b. _____

3. Motivation

a. _____

b. _____

4. Information

a. _____

b. _____

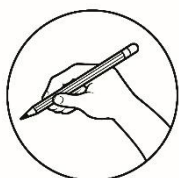
5. Emotional Expression

a. _____

b. _____

- B. **Directions:** Complete the table below by giving a solution to a barrier present in each situation.

Situation	Solution
1. Your classmate played a loud music while you were talking to a friend on your phone.	
2. You are in a class where you think the teacher is boring.	
3. You are a doctor and you are talking to people who are not familiar with medical terms.	
4. You are assigned to give a three-minute talk in front of the class but you are shy.	
5. Your little brother asks you to help him with his assignment but you're very hungry.	



Assessment

Directions: Choose the best answer to the following questions.

Write the letter of your answer on the space before the number.

- _____ 1. Which is an example of regulation and control?
- A. "It's nice to meet you."
 - B. "Clean your room, then you can play basketball."
 - C. "Where can I find the library?"
 - D. "Seychelles is one of the world's smallest countries."
- _____ 2. Which of the situations shows social interaction?
- A. A parent tells her child to finish answering the module.
 - B. Joy invites Yolly for a coffee.
 - C. Rachel tells her friend not to lose hope.
 - D. The teacher introduced Conditional Probability to her class.

- _____ 3. Which one has different function?
- A. "We pray for those who mourn."
 - B. "Thank you for coming into my life."
 - C. "Keep quiet."
 - D. "I'm so sorry for your loss."
- _____ 4. The health secretary is sharing the data on the number of covid cases in the country with the viewers, "There are 500 who recovered from covid19 as of yesterday." What function of communication is shown in the situation?
- A. control
 - B. motivation
 - C. social interaction
 - D. information
- _____ 5. The teacher tells Noel that he is doing great and keep it up. What function of communication is shown in the situation?
- A. control
 - B. motivation
 - C. social interaction
 - D. information
- _____ 6. The teacher gives a lecture on Plate Tectonic Theory to her students. Arni can hardly understand the lesson because he is suffering from migraine. What is the noise in the communication process?
- A. lecture
 - B. Plate Tectonic Theory
 - C. students
 - D. migraine
- _____ 7. Which element of communication answers "What was Jhay's answer to to the question?"
- A. barrier
 - B. channel
 - C. feedback
 - D. decoding
- _____ 8. What element of communication is shown when Emmanuel wrote an email to Skycable.
- A. barrier
 - B. decoding
 - C. feedback
 - D. medium

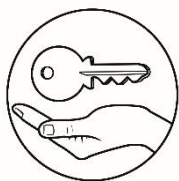
- _____ 9. Girlie told her groupmates that she has already the data for their research. The word *groupmates* is what element of communication?
- message
 - sender
 - encoding
 - receiver
- _____ 10. In yesterday's class with Miss Bullo, Rommel gave a report on Atmospheric Science and Climate. His classmates listened attentively. Who is the sender in the situation?
- class
 - Rommel
 - Miss Bullo
 - classmates



Additional Activities

Directions: With a help from your friends or relatives, create a short skit showing the five functions of communication and submit it to your teacher. Your work will be graded based on the following rubric.

	5	4	2
Content	All functions of communication are seen in the presentation	At least four functions of communication are seen in the presentation	Less than four functions of communication are seen in the presentation
Script	Script has complete, logical story with a beginning, middle, and end.	Script is complete. It has a story with a beginning, middle, and end.	Script is complete with rough spots; Beginning, middle and end may be difficult to determine.
Projection	The audience could hear all words with naturalness and ease in communication	The audience could hear most words with naturalness and ease in communication	The audience could hear few words with naturalness and ease in communication
Grammar	There are no errors in grammar	There are few errors in grammar	There is a number of errors in grammar



Answer Key

Assessment		What I Know	
A	B	C	
1. TRUE	1. F	1. Information	1. C
2. FALSE	2. I	2. Social Interaction	2. F
3. TRUE	3. B	3. Motivation	3. B
4. TRUE	4. E	4. Emotional Expression	4. A
5. FALSE	5. G	5. Information	5. G
	6. C	6. Regulation/Control	6, D
	7. D	7. Emotional Expression	8. H
	8. A	8. Emotional Expression	9. E

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