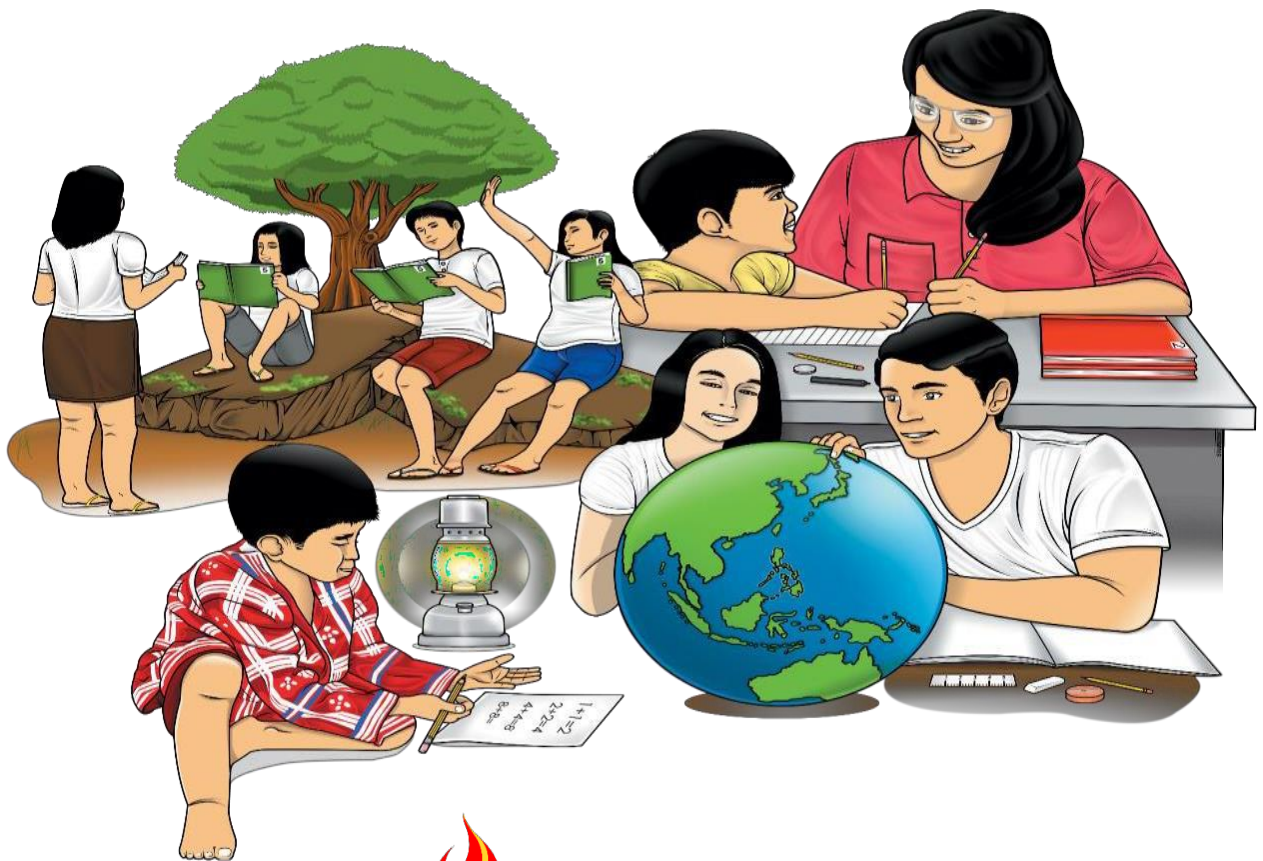


English

Quarter 2 - Module 8

Deliver a Prepared or Impromptu on an Issue Employing the Techniques in Public Speaking



English – Grade 10
Alternative Delivery Mode
Quarter 2 – Module 8
First Edition, 2019

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Development Team of the Module

Writers: Lillian S. Pagulongan and Sherrylynn Jennifer S. Carantes

Editor: Armi Victoria A. Fiangaan

Illustrator: Alvin Sevilla

Layout Artist: Rynwalter A. Paa

Management Team: Regional Director: Estela L. Cariño, EdD, CESO IV

CLMD Chief: Carmel F. Meris

Regional EPS-LRMDS: Ethielyn Taqued, EdD

Regional ADM Coordinator: Edgar H. Madlaing

CID Chief: Juliet H. Sannad, EdD

Division EPS-LRMDS: Loida C. Mangangey, PhD

Division ADM Coordinator:

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Department of Education – Bureau of Learning Resources (DepEd-BLR)

Office Address: DepEd – CAR Complex
Wangal, La Trinidad, Benguet
Telefax: Fax: (074) 422-40-74 Tel: (074) 422-13-18
E-mail Address: car@deped.gov.ph

English

Quarter 2 – Module 8: Deliver a Prepared or Impromptu on an Issue Employing the Techniques in Public Speaking

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

Do you know that you can have a complete discourse and a nice text conversation by using techniques in public speaking?

Developing your public speaking skills can increase your confidence and help you overcome speech-related anxiety you may have. Effective public speaking skills can help with career advancement, as they indicate creativity, critical thinking skills, leadership abilities, poise, and professionalism, qualities which are very valuable for the job market. In this module, you will be learning the techniques of public speaking for you to apply it whenever you will be delivering a speech.

While working on this module, you are expected to:

- talk in front of the public
- write your own speech

To achieve the objectives of this module, remember to:

- read and follow the given instructions;
- answer or do the given activities and;
- use a separate sheet of paper for your answers or outputs.



What I Know

Directions: Read and analyze the sentences below. Choose the correct letter of the answer to the given questions below.

1. What is body language?
 - a. It is simply speaking to a live audience
 - b. It is a process of communicating nonverbally through conscious or unconscious gestures and movements.
 - c. It is a language you need to have an eye to eye contact when communicating to the listeners or audience.
 - d. It is used to catch the attention of the audience
2. What is Public speaking?
 - a. It is the proper modulation and presentation.
 - b. It is process use to communicate.
 - c. It is the act of speaking in front of a large audience.
 - d. It is a person standing in front of an audience reading and enumerating information upfront.

3. What is eye contact?
 - a. It is a way of speaking to a live audience
 - b. It is one aspect of your body to communicate
 - c. It is a way of looking directly at someone when communicating
 - d. It is letting the listener, or the audience feel important when you are directly looking at them

4. What do you call the degree of loudness?
 - a. Diction
 - b. Volume
 - c. Pitch
 - d. Pronunciation

5. Why is introduction important part in Public Speaking?
 - a. It is the title of the speech without any further purpose
 - b. It is the beginning section that states the purpose and goals of your presentation or your speech
 - c. It is the information that the audience or the listener needs to directly know
 - d. It is the important facet regarding the speech or information that you are providing

6. Why do you need to pause for a while when speaking?
 - a. It can make your thoughts better
 - b. It will only show that you are not prepared
 - c. It depends on the situation
 - d. It is essential

7. What are the parts of an Organized Speech?
 - a. Introduction, Body, Conclusion
 - b. Diction, Projection, Intro
 - c. Thoughts, Facts, and Clarity
 - d. Body, Facts, Time restraints

8. What do I need to remember when performing in a large audience?
 - a. Whatever you say will come naturally
 - b. Trust your general knowledge
 - c. Have a plan and practice
 - d. Lie to people looking in their eyes

9. What is the importance of presenting various information to a group of people?
- Learning is possible to a group of people.
 - Writing is boring and a bit tedious
 - Informing audience needs to be explained.
 - Explaining the information helps the audience understand what you want to impart
10. What will happen if I make a mistake during the presentation?
- Ignore the mistake
 - Go on with the presentation
 - Self-correct if possible
 - Remember the value of constant practice.



What's In

Public Speaking

It is important in both business, education, and the public arena.

Basically, it's a presentation that is given live in front of an audience. Public speaking can cover a wide variety of different topics. The **goal** is to educate, entertain, or influence the listeners. Often, visual aids in the form of an electronic slideshow are used to supplement the speech and make it more interesting to the listeners.

Photo Source: https://www.elephango.com/index.cfm/pg/k12learning/lcid/13011/Because_Every_Picture_Tells_A_Story:_Political_Cartoon



A public **speaking** presentation is different from an online presentation because the online presentation may be viewed and/or listened to at the viewer's convenience, while a **public speech is typically limited to a specific time or place**. Online presentations are often comprised of slideshows or pre-recorded videos of a speaker (including recordings of a live public speaking presentation)

Because public speaking is **done before a live audience**, there are some special factors the speaker needs to take into consideration. We'll touch on those shortly, but first let's take a quick look at the history of public speaking.



What's New

Activity 1: Locate Me!

Directions: Look for the following words in the word maze that is related to the topic which is Public Speaking **and** encircle your answers. The words can be diagonal, horizontal or even in a vertical way.

**Public
Topic
Template**

**Story
Development
Professional
Relax**

**Goal
Presentation
Practice**

D	Q	W	E	R	T	Y	Y	U	I	T	O	N	P	A
A	E	A	D	C	X	C	V	Z	G	O	A	L	N	M
G	O	V	A	L	P	R	E	S	E	P	N	T	A	T
I	O	N	E	R	E	A	X	E	L	I	R	T	I	V
Q	A	A	A	L	O	O	O	V	D	C	X	I	P	A
Z	X	D	E	T	P	U	B	L	I	C	G	C	Z	D
D	E	V	E	L	X	M	O	P	M	E	N	T	G	O
R	S	A	L	A	P	A	E	T	I	E	N	T	A	F
T	T	M	L	A	A	M	C	N	A	R	A	N	T	E
O	O	E	O	R	E	E	C	I	T	C	A	R	P	S
P	R	E	S	E	N	T	A	T	I	O	N	I	E	R
Y	Y	S	H	E	R	R	Y	J	E	L	N	F	F	C
I	T	S	A	T	E	M	P	L	A	T	E	E	Y	A
K	A	Y	P	E	S	H	O	X	E	S	J	A	M	E
S	A	N	L	A	N	O	I	S	S	E	F	O	R	



What is It

Public speaking occurs when you give a speech before a live audience. It differs from other types of speaking, such as videos, which may be recorded. It's also different from online presentations, which are created and then uploaded to the Internet. Public speaking has many advantages, including improving your confidence level and giving you the opportunity to champion a cause you care about. Plus, having effective public speaking skills can help you find a job. Many jobs require you to speak in public. Even when a job doesn't include public speaking in the job description, employers still value candidates with effective public speaking skills.

At this point you may be asking "what makes a good public speaker?" The answer might seem easy: A good public speaker makes use of effective public speaking techniques. What are those effective public speaking techniques? They are but not limited to: (Spencer, 2018)

13 Effective Public Speaking Techniques

1. Care About Your Topic

Passion goes a long way when it comes to being an effective speaker. The audience can tell if you're apathetic. If you don't care, they won't care either. Even worse, you can come across as a fake.

On the other hand, if you sincerely care about your topic the audience will pick up on that too. They'll view you as being more authentic and believable. They'll listen more closely to discover why your subject is so important to you. And they're more likely to forgive any minor mistakes you might make.

2. Remember Your Speaking Goal

We've all probably listened to at least one speaker who seemed to go on and on forever about nothing in particular. One reason why this happens is because the speech isn't focused enough. The speaker is trying to cover too much and ends up boring their listeners. Early in the process of developing your speech, identify the reason why you're speaking. Make it a point to stick to this goal during your presentation. Don't get sidetracked or off- topic.

3. Support Your Main Points

Every point you make in your speech needs to be supported with either an example, an illustration, or facts. When you're supporting a point, it's best to be as specific as you can

For example, in a speech about the importance of clean water this statement is too vague:

"Many people don't have clean water."

Stating this statistic from the U.S. Center for Disease Control is a more effective way to support your point:

"Worldwide, 780 million people do not have access to an improved water source."

4. Use Presentation Tools Wisely

Slide presentations often get a reputation for being dull, but that's because many speakers are unaware of what their presentation tools can do and don't make the best use of all the features. To better engage your audience, learn how to use the more advanced features of your tool. And these features are just the tip of the iceberg. To really elevate your public speaking techniques, you'll want to learn everything your presentation software tool can do.

5. Use a Professional Template

While we're talking about presentation tools, let's also talk about presentation design. Your presentation design affects how your audience perceives you. Even if you've memorized your speech, give it perfectly, and have the most amazing topic--your audience might still judge you negatively if your presentation design is sloppy and unprofessional.

6. Practice Your Speech

One of the most important public speaking techniques is often one of the most overlooked--**practice**. If you expect that you'll be an effective speaker without practicing your speech, you'd be wrong.

The old saying, "practice makes perfect," really is true when it comes to developing effective speaking skills. The more you practice your speech, the more familiar it will be to you and the more comfortable you'll be giving it. Plus, practicing your speech is the only way to discover how long the speech will take and where you need to pause.

7. Relax!

It's normal to be nervous about public speaking. It's so common, there's an actual technical term for fear of public speaking - glossophobia.

I'm not telling you this to make you more anxious, but rather to let you know that having some anxiety before giving a speech is perfectly normal. Still, you should try to relax if you can. You'll be more comfortable, and the audience will relate to you better too.

8. Pace Yourself

When it comes to public speaking, a common newbie error is to speak too quickly. This is usually caused by a combination of nerves and not realizing how fast you're actually speaking. But talking too fast makes it harder for your listeners to understand what you're saying.

Effective public speakers know to pace themselves. They'll speak at a natural pace and work short, natural pauses into their speech.

9. Add Visual Aids

Visual aids can serve as a powerful illustration of your speech. Humans use their sight more than any other sense. So, if you can make your point by showing it to your listeners rather than describing it, they are more likely to remember it.

Be careful though. To be effective, your visual aid must be of high-quality and easily visible to all members of your audience. Avoid incorporating sloppy graphics into a slide presentation. Likewise, don't hold up a visual aid that's physically too small for those listening to see and words are crowded in a slide.

10. Dress Comfortably, But Professionally

What's the right outfit to wear if you want to be an effective public speaker?

Well, there's no one answer. How you dress depends on who your listeners will be. But the general principle is that you want to dress professionally to make a good impression. Make sure to observe good grooming and hygiene rules too.

Many experts feel you should dress according to how your audience dresses. If the audience is dressed formally, you don't want to show up in shorts and a tee shirt. Likewise, if the audience is wearing shorts and a tee shirt, don't dress formally.

11. Avoid Awkward Fillers

"Um," "uh," "like." We all slip these filler words into our conversations without even realizing it. But overuse of these words during a professional speech can make you sound less than confident. If you can, break the habit of using these words to become a better public speaker. Practice can help you eliminate these words from your speech patterns, but you may be so used to using them that it's hard to notice when you're doing it. This is where a speech coach, teacher, or friend would come in handy. They could listen for these words and help you break the habit of using them. Or you can record yourself using your gadgets. Then after, listen to it.

12. Use Gestures (But Don't Overdo)

Natural movement during a speech is a sign of an effective public speaker. Hand gestures and even taking a few steps across the stage can be good public speaking techniques as long as they're natural, purposeful, and not overdone.

Movement can make you appear more comfortable and help your audience relate to you.

13. Allow a Q & A

Question and answer sessions (Q & A) are one of the most underused public speaking techniques. Many speakers just say what they're going to say and then sit down. What a waste!

The beauty of Q & A is that you get to hear your listeners' concerns directly and address them publicly, further strengthening your case.

You can prepare for a Q & A session by creating your own list of questions and possible objections that audience members may have (with answers). Study the list carefully so that you're familiar with it. If someone does bring up a point that you hadn't thought of, don't panic. They don't expect you to know everything. It's perfectly acceptable to take their contact information and tell them that you'll get back to them once you've got the answer. **Now that you know that you can improve your effective public speaking skills, you're ready to get to work!**

You can use the list above as a checklist of good public speaking techniques to work on, or just tackle those specific speaking skills that you're struggling with. Either way, with a little effort on your part you'll be on your way to becoming a more effective speaker.



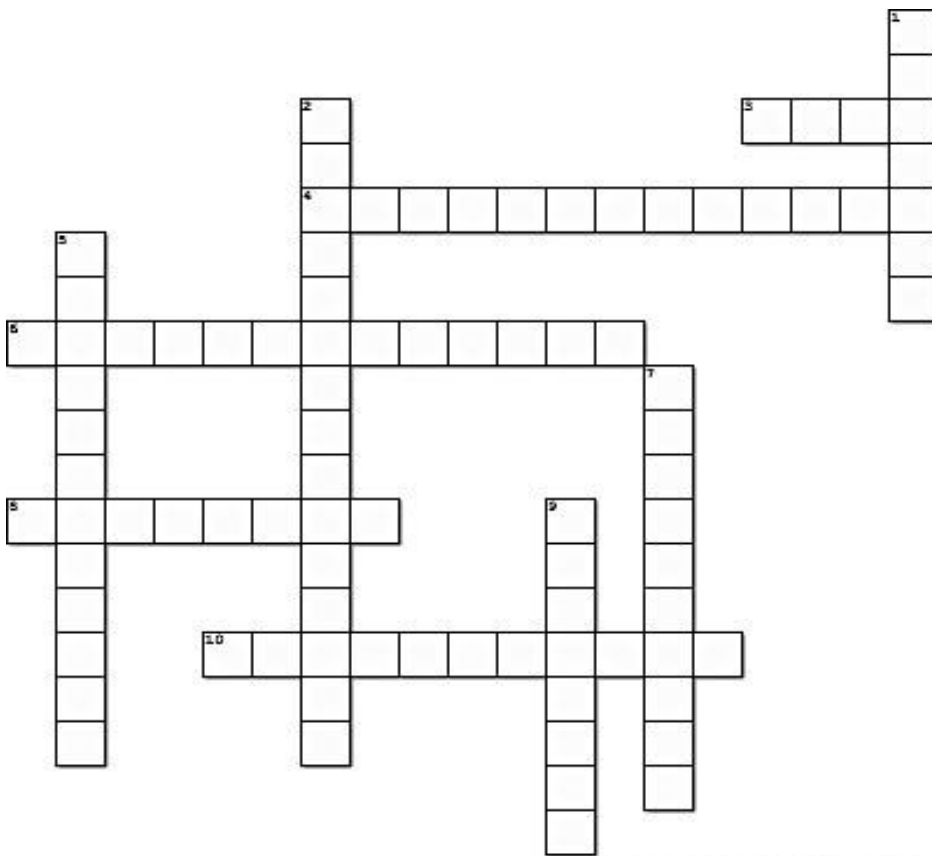
What's More

Activity 2: Public Speaking

Directions: Fill in the boxes to complete the box of the crossword puzzle. Use the clues below to have the words needed in the boxes.

PUBLIC SPEAKING

Complete the crossword puzzle below. This is basing on what you have read earlier.



Created using the Crossword Maker on TheTeachersCorner.net

Across

3. The thing you need to focus
4. Is your body's way of communicating
6. The most important tool that you will public speaking
8. This is the natural movement during a speech
10. your speech needs to be supported

Down

1. Word that you need to avoid
2. Is important in both education, business business and the public arena
5. Is a great way to make your material more engaging
7. The one thing you need to do when being a public speaker
9. When it comes to Public Speaking this word is Everything



What I Have Learned

Activity 3: TO SPEAK or NOT TO SPEAK?

Directions: Work through this quiz and note down your responses to the questions. At the end you'll have the chance to convert your answers into points to see how well you scored.

1. What do you do with your hands while speaking in public?
 - A. Keep them perfectly still
 - B. Fidget
 - C. Gesture enthusiastically
 - D. Gesture naturally

2. How do you feel when smiling in front of a crowd?
 - A. I only smile when I'm happy
 - B. I only smile when I'm relaxed
 - C. I can force a smile when I'm nervous and that helps me to relax
 - D. I am confident and relaxed in front of an audience and smiling comes naturally

3. What do you need to do to remember what to say in a presentation?
 - A. Prompt cards with the main points for each topic
 - B. Everything is scripted word for word
 - C. Presentation slides have all the relevant information on them
 - D. Just try to memorize it all

4. How will you control the feeling of being nervous when speaking in a large?
 - A. I make sure that I am prepared
 - B. I am relaxed as long as I know everything what I am going to say
 - C. I make sure that all of the information that I will be saying are based on facts
 - D. I see to it that my presentation is easily being understood

5. What is the proper presentation style when speaking publicly or presenting?
 - A. I read from my script and rarely make eye contact with the audience
 - B. I talk naturally about my subject and interact with the audience appropriately
 - C. I deliver the presentation as I have practiced it
 - D. The material speaks for itself.



What I Can Do

Activity 4: Complete Me!

Directions: Below are sentences that were taken from famous speeches by famous personalities. Fill in the blanks with the correct words provided in the box

Must	Should	Have to	
Shouldn't	Dare	Shall	Will

1. Sometimes I wonder if men and women really suit each other. Perhaps they _____ live next door and just visit now and then. (Katharine Hepburn)
2. There _____ always remain something that is antagonistic to good. (Plato)
3. To reach a port, we _____ sail – sail, not tie at anchor – sail, not drift. (Franklin Roosevelt)
4. The taxpayers _____ be required to finance items which are not official business, but which are primarily political business. (Kennedy)
5. The one thing that the American people _____ not have to wait and see is some sort of action. I just _____ repeat – outside of Washington, nobody understands how it is that this seems to be a repeat pattern over and over again. (Obama)
6. We _____ do not forget today that we are the heirs of that first revolution. (Kennedy)
7. Let every nation know, whether it wishes us well or ill, that we _____ pay any price, bear any burden, meet any hardship, support any friend, oppose any foe, to assure the survival and the success of liberty. (Kennedy)
8. All this _____ not be finished in the first one hundred days. Nor _____ it be finished in the first one thousand days. (Kennedy)
9. Germany _____ either be a world power or will not be at all. (Adolf Hitler)
10. It is healthcare itself that _____ be brought under control if we are to keep our Medicare bills from overwhelming the next generation. (Mitt Romney)



Post Assessment

Directions: Read and answer the questions below. Choose the correct letter of your answer.

1. What is body language?
 - a. It is simply speaking to a live audience
 - b. It is a process of communicating nonverbally through conscious or unconscious gestures and movements.
 - c. It is a language you need to have an eye-to-eye contact when communicating to the listeners or audience.
 - d. It is used to catch the attention of the audience

2. What is public speaking?
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 - b. It is process use to communicate.
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4. What do you call the degree of loudness?
 - a. Diction
 - b. Volume
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 - d. Lie to people looking in their eyes

9. What is the importance of presenting various information to a group of people?
 - a. Learning is possible to a group of people.
 - b. Writing is boring and a bit tedious
 - c. Informing audience needs to be explained.
 - d. Explaining the information helps the audience understand what you want to impart

10. What will happen if I make a mistake during the presentation?
 - a. Ignore the mistake
 - b. Go on with the presentation
 - c. Self-correct if possible
 - d. Remember the value of constant practice.



Additional Activities

Activity 5: Deliver Me Properly Please

Directions: Read and internalize the text below. Apply the techniques on how to deliver a speech in front of your family. record it with your cellphones.

Education and the ‘new normal’

By: Teresita Tanhueco-Tumapon

June 4, 2020



School year terms and blended sessions

“WE sense that ‘normal’ isn’t coming back, that we are being born into a new normal: a new kind of society, a new relationship to the earth, a new experience of being human.” — Charles Eisenstein

<<https://www.azquotes.com/quotes/topics/new-normal.html>>

BEFORE the onset of the coronavirus disease 2019 (Covid-19), we prefix what we say with “the 21st century.” We used to say or write “21st century teaching, 21st century learning, 21st century knowledge and skills,” defining these as the 21st century competencies — critical thinking, communication, collaboration and creativity. However, with the coronavirus pandemic, we have a new catchword — the new normal. The Oxford Dictionary defines catchword as “a briefly popular or fashionable word or phrase used to encapsulate a particular concept.” So, what is the concept embracing the new normal? The American Dictionary defines new normal as “a previously unfamiliar or atypical situation that has become standard, usual, or expected.”

<https://www.lexico.com/definition/the_new_normal> What was previously unfamiliar that has this time become standard, usual, or expected?

What has become ‘normal’? The lockdowns, quarantines, masks, washing hands, taking vitamins and nutrient-rich food to nurture health, covering a coughing mouth and sneezing nose, physical distancing, and the omnipresent support technology are a “must” to continue for a lifetime. These and more compose the new normal. Before Covid-19, Industry 4 (the robot age) of Agenda 2030, robotics was already a popular focus; much more at this time where robots execute routine jobs. Nowadays, robots serve in healthcare, social work, business and trade, food, and in other aspects of human activity. Various organizations/companies are resorting to virtual private networks and voice-over protocols, especially that meetings, negotiations, consultations are mostly virtual. As Dr. Henry Chan wrote on May 10, 2020 in The Manila Times, “Telecommuting represents a new paradigm in office work. If remote work becomes more common after the Covid-19 pandemic,

employers may decide to reduce lease costs and hire people from regions with cheaper labor costs. Companies will use 5G and information and communications technology.” <www.manila times.net › opinion › columnists › 10-tech..>. (As an aside, 5G is the fifth generation mobile network. It is a new global wireless standard after 1G, 2G, 3G and 4G networks. 5G enables a new kind of network that is designed to connect virtually everyone and everything together, including machines, objects and devices.) <www.qual comm.com › invention › 5g › what-is-5g>

Semester, trimester, quarterly terms? Up to this early June, Covid-19 is not into its second wave, and we pray that there shall be no other. PERIOD. (The so-called referral to a second wave spawned some debates in the higher echelons of our government).

However, there can be no possible firm and uniform plans for formal schooling where technology accessibility is concerned. We are unsure how future days would be defined Covid-wise. Several tertiary and basic institutions have postponed graduation to next school year (SY). It may be a goodly far-off future, before we can comfortably define our enrolment size, whether to cut down on or replace or shorten degree programs with certificates, planning of reviews, examinations and graduations. Universities on a non-semester schedule may have to adjust to what the official schedule would be the next SY, that is, if the national ministering bodies (the Department of Education or DepEd and the Commission on Higher Education or CHEd) will set strictly a school's term format. Before the pandemic, state universities and colleges were to begin an August term. Adjusting could be easier for institutions on trimestral schedules. We have semesters, trimesters and summers terms, why not quarterly? I recall that in the middle '50s, higher education institutions (HEIs) were on a quarterly schedule. The maximum we students could take was twelve credit units or four lecture subjects. A quarterly term ends after two and a half months. Laboratory subjects were adjusted accordingly. Would a quarterly term be considered in the new normal?

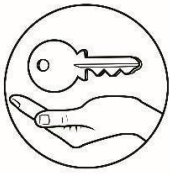
Learning in the new normal. Blended learning is not wholly new. Philippine universities, such as the University of the Philippines Open University, have used blended learning. In the new normal, all schools will have blended or purely on-line courses. Training in using teaching and learning platforms will be available for both teachers and students. DepEd, CHEd and the Technical Education and Skills Development Authority have issued and will continue to issue notices much like the March 22, 2020 notice of India's secretary of HE sent to India's HEIs. The said notice suggested to the teaching and research academics “to utilize this lockdown period for various academic activities including (a) on-line content development, online teaching and online evaluation, (b) prepare lesson plan and develop instructional materials and (c) carry on research, write articles and prepare innovative questions or question bank, etc.” Furthermore, that teachers and students effectively utilize “the University Grants Commission's [array of] e-learning platforms,” which include massive open online courses, the Consortium for Educational Communication-University Grants Commission, YouTube channel, National Digital Library, Shodhganga.<https://www.iitm.ac.in/sites/default/files/covid19_circulars-registrar0.pdf> (Shodhganga is a digital repository platform of 260,000 Indian electronic theses and dissertations for research students to deposit their PhD theses and make them available to the entire scholarly community in open access.)

Teaching and learning platforms. Philippines-wise, we have available on-line educational platforms. One is the DepEd Commons accessible on Globe or TM-powered smartphones free of data charges and which is also accessible to private schools students. Because of the Covid-19 movement restrictions, “the DepEd has been encouraging students to continue their learning online.” <www.gmanetwork.com › news › news › nation › story> We shall have more of these platforms and learn too, from offshore institutions their actions on the new normal in education.

Source: <https://www.manilatimes.net/2020/06/04/campus-press/education-and-the-new-normal/729288/>

Rubrics for Public Speaking

Criteria	10 points	8 points	6 points	4 points
Eye Contact	Makes eye contact to everybody in the room	Makes eye contact with most everyone in the room	Makes eye contact with some audience in the room	Makes very little eye contact to the audience in the room
Volume and Clarity Loudness, clarity and no mumbling	All the audience in the back of the room can hear the speaker.	Some of the audience in the back of the room can hear the speaker	Half of the audience in the room can only hear the speaker.	Only the front audience can hear the speaker
Flow Pauses and verbal fillers: um, uh, er... etc.	The speech flows perfectly with no constant pauses and no distracting fillers	The speech flows nicely with no pauses and minimal distracting fillers	The speech flows nicely with minimal pauses and some noticeable distracting fillers	The speech flows fair with a lot of pauses and a lot of distracting fillers.
Confidence and Attitude	Speaks with clarity, enthusiasm, poise and confidence	Speaks with clarity, a bit of enthusiasm and poise and a moderate confidence	Speaks with some mispronounce words, some enthusiasm, a bit of poise and a little of confidence	Speaks with a lot of mispronounce words, shows dullness and no confidence at all.



Answer Key

LESSON 1	WHAT I KNOW	1. b 2. a 3. c 4. d 5. b 6. c 7. a 8. a 9. b 10. c
WHAT I LEARNED	1. D 2. D 3. A 4. B 5. B	1. should 2. Must 3. Must 4. Shouldn't 5. Should 6. Dare 7. Shall 8. Will 9. Should 10. Must
WHAT'S NEW? (see picture below)	WHAT'S MORE?	WHAT'S ADDITIONAL
1. Delivery 2. Body 3. Voice Control 4. Gestures 5. Fillers 6. Relaxation 7. Storytelling 8. Main Points 9. Goal 10. Public Speaking	1. Delivery 2. Body 3. Voice Language Control 4. Gestures 5. Fillers 6. Relaxation 7. Storytelling 8. Main Points 9. Goal 10. Public Speaking	1. b 2. a 3. c 4. d 5. b 6. c 7. a 8. a 9. b 10. c
DO	Activity 4:	Post assessment
WHAT I CAN	Complete Me!	



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For inquiries or feedback, please write or call:

Department of Education - Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex
Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: blr.lrqad@deped.gov.ph * blr.lrpd@deped.gov.ph