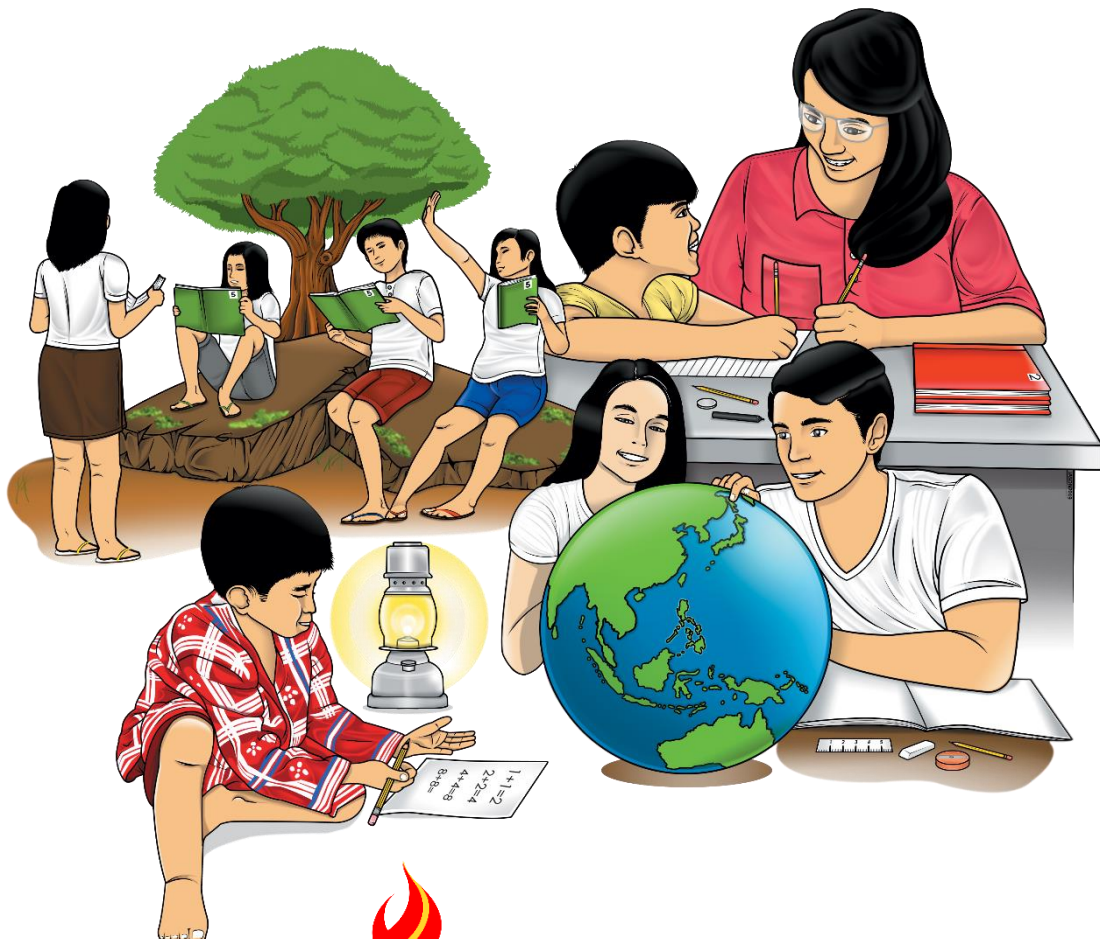


7/8

# TLE

## Animal Production

### Quarter 1 – Module 1: Workplace Engagement



**TLE (Animal Production) – Grade 7/8**  
**Alternative Delivery Mode**  
**Quarter 1 – Module 1: Workplace Engagement**  
**First Edition, 2020**

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**7/8**

**TLE**

**Animal Production**

**Quarter 1 – Module 1:  
Workplace Engagement**

# **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 was designed and written with you in mind. It is here to help you master the nature of Workplace Engagement. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module is divided into three lessons, namely:

**Lesson 1.** Obtain and Convey Workplace Information

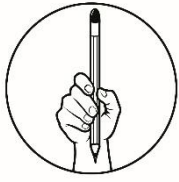
**Lesson 2.** Nonverbal Communication in the Workplace

**Lesson 3.** Participate in Workplace Meeting and Discussion

**Lesson 4.** Complete Relevant Work-Related Documents

After going through this module, you are expected to:

1. Access the specific relevant information is from appropriate sources,
2. Use effective questioning and active listening and speaking to gather and convey information,
3. Use appropriate medium to transfer information and ideas,
4. Use appropriate nonverbal communication,
5. Identify appropriate lines of communication with superiors and colleagues,
6. Define work procedures for the location and storage of information,
7. Carry out personnel interaction clearly and concisely,
8. Attend team meetings on time,
9. Express own opinions and listen to those of others,
10. Conduct workplace interaction courteously while being mindful of cultural considerations,
11. Ask and respond to questions on simple routine workplace, procedures and matters concerning conditions of employment,
12. Interpret and implement meeting outcomes,
13. Complete ranges of forms relating to conditions of employment accurately and legibly,
14. Record workplace data on standard workplace forms and documents,
15. Use basic mathematical process for routine calculations,
16. Identify errors in recording information on forms,
17. Identify and rectify documents, and
18. Complete reporting requirements to superior according to enterprise guidelines.



## ***What I Know***

### **Pre-assessment**

**Direction:** Write the correct word defined in the sentence. Write your answer on your answer sheet.

- \_\_\_\_\_ 1. A two-way process where one speaks while the other listens.
- \_\_\_\_\_ 2. In keeping storage, it is important to prevent accidents and injuries by doing \_\_\_\_\_ for corrective action.
- \_\_\_\_\_ 3. Are data taken from raw information, analyzed and understood.
- \_\_\_\_\_ 4. Social media like Facebook, Twitter are examples of what type of communication medium?
- \_\_\_\_\_ 5. A type of question that gathers detailed information.
- \_\_\_\_\_ 6. Handshaking and thumbs up are form of \_\_\_\_\_.
- \_\_\_\_\_ 7. A place where we work and practice our skills in a job.
- \_\_\_\_\_ 8. An assembly of people who have met at a given time and place to address a particular matter or make a decision on a critical issue.
- \_\_\_\_\_ 9. A procedure to be followed in a task.
- \_\_\_\_\_ 10. An officer who is responsible for organizing the order of business for the regular meeting of the group.
- \_\_\_\_\_ 11. Formally opens the meeting with a checking of attendance and agenda.
- \_\_\_\_\_ 12. Another form applied in animal production where you have to fill in the data of the labor rendered.
- \_\_\_\_\_ 13. Number of reasonable pages in writing a summary.
- \_\_\_\_\_ 14. A kind of form where you are going to fill up your information in seeking a job.
- \_\_\_\_\_ 15. A kind of report where significant events and activities done were written.

## Lesson

# 1

# Obtain and Convey Workplace Information

### Learning Objectives:

1. Identify the specific relevant information from appropriate sources;
2. Use appropriate medium to transfer information and ideas; and
3. Use effective questioning and active listening and speaking to gather and convey information.



## ***What's In***

*Have you answered our Pre-Assessment? How do you find answering the questions? Continue reading and learning through this module, it will help you find the answers to the questions. Are you ready to explore Workplace Engagement? Sit back and relax!*

In this module, you are expected to identify relevant information taken from appropriate sources, use effective questioning and active listening and speaking to gather and convey information and use appropriate medium to transfer information and ideas. Please read all the lessons carefully, comply all the activities and make sure to submit at the right time required by your teacher. Always feel free to ask your teacher for any part of this module you find difficult. Communication is very important and to help you understand, let us now proceed.

In order for communication to be effective, the receiver has to understand it and be able to respond to it. That means total communication involves the ability to speak, to read, to listen and to reason.

Hence listening, thinking, and feedbacking are vital part of the process because this is an incentive for the sender to ensure that the message is understood by the recipient. The other factor is the communication-related "noise"-what else is going on, what are the disturbances, luggage, etc. Noise can greatly impede the receiver decodes on the message.

Communication in the workplace is very important for businesses because it allows organizations to be competitive and efficient. Employees can experience increased morale, productivity and dedication if they can communicate within an organization up and down the communication chain.



### **Notes to the Teacher**

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



## **What's New**

*In order for us to become effective in communication, we need to learn first the different kinds of information in the workplace and how are we going to locate and store them properly. Here are the things you need to learn. Keep reading, keep learning!*

### **Different Kinds of Workplace Information**

Workplace communication is very essential in following instruction for safety protocols. In this manner, understanding on the basic knowledge in communication must be thought upon preparing ourselves before engaging in a workplace. There are three types of information you need to know, here's the following:

#### **3 Types of Information**

1. **Primary information** – are data taken from original source. These data can be presented with little or without analysis.  
Examples: statistics, standards, legislation and company data.
2. **Secondary information** – are data taken from raw information, analyzed and understood.  
Examples: reports, newspaper articles, textbooks are examples of secondary information.
3. **Tertiary information** – these are data gathered from the research articles and may use as starting point into a research.

*At this point, it is expected that you already identified the different types of information, let us proceed by defining work procedures for the location and storage of information following the KISS formula.*



## Defining Work Procedures for the Location and Storage of Information

In defining work procedures, let us keep in mind the word, **KISS**.

**Keep** - If you need offsite information management for active records or stored files, we make sure your documents stay organized, available, and most importantly — secure.

**Inspect**- Workplace inspections help prevent accidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Health and safety committees can help plan, conduct, report and monitor inspections.

**Shred** – Secure document destructor, services address ethical and legal requirements for optimal information security and protection.

**Sheltered** – Ensure hard copy documents and electronic records are secure and accessible in all stages of the document management lifecycle.

*Is it easy to memorize the procedure having the KISS formula?*

*The above topics are telling us of different sources where to get appropriate information and how are we going to locate and store them. The next topic will help you then.*



## What is It

*Now that you know the appropriateness of information, you are now ready to become an effective communicator. We already have defined what is communication and here we are going to learn on the different things that supports our study,*

## Types of Communication Medium

Different types of communication medium in two different categories:

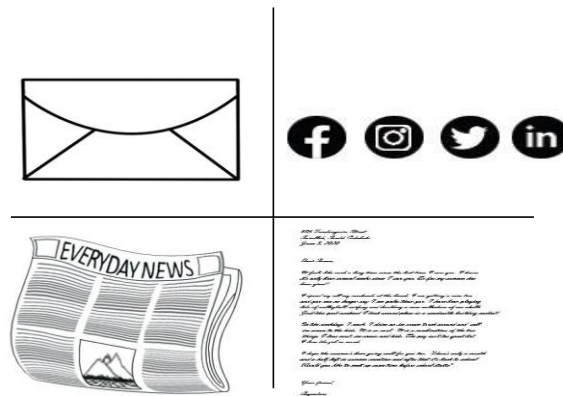
### 1. Physical Media

This is a type of communication where there is a face to face activities where one speaks while the other one listens. Body language and gestures are also another form of getting information.



## 2. Mechanical media

Any written or electronic form of communication.

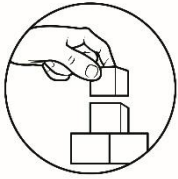


*Having identified the different media, let us proceed on how to become effective communicator by using correct way of questioning in conveying information.*

### **Effective Questioning, Active Listening and Speaking and Convey Information**

- A. **Open questions.** These are questions used to gather information.  
Example: What are the reasons people engage in animal production?
  
- B. **Probing Question.** These are questions to gather detailed information.  
Example: Why farmers choose to grow animals in the backyard?
  
- C. **Hypothetical Questions.** These questions can be a form of suggestion or approach to new ideas.  
  
Example: If you're given a capital, what business you want to venture?
- D. **Reflective Questions.** Attention areas first, then ensure everybody understood what was most important?  
Example: How do you find poultry raising important to humans?

*Congratulations for finishing our first lesson! You may now proceed to our activities.*



## ***What's More***

### **Activity 1.1**

A. Identify the specific relevant information and write in your activity notebook which type of information they are being sourced out.

- \_\_\_\_\_ 1. Reports
- \_\_\_\_\_ 2. Statistics
- \_\_\_\_\_ 3. Research
- \_\_\_\_\_ 4. Newspaper
- \_\_\_\_\_ 5. Textbooks

B. Write in your activity notebook the corresponding word for the acronym and explain each.

- K \_\_\_\_\_ - \_\_\_\_\_
- I \_\_\_\_\_ - \_\_\_\_\_
- S \_\_\_\_\_ - \_\_\_\_\_
- S \_\_\_\_\_ - \_\_\_\_\_

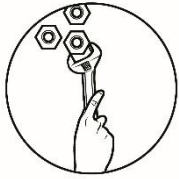


## ***What I Have Learned***

### **Activity 1.2**

A. Write **TRUE** if the statement is correct and **FALSE** when it is not.

- \_\_\_\_\_ 1. Face to face communication is a type of communication medium that requires physical contact.
- \_\_\_\_\_ 2. When we want to communicate with our friends and relatives abroad, physical media is more effective than mechanical.
- \_\_\_\_\_ 3. We can become an effective communicator even without having an information.
- \_\_\_\_\_ 4. There are four types of information we can observe in a workplace.
- \_\_\_\_\_ 5. Information is relevant to communication.



## ***What I Can Do***

### **Activity 1.3**

- A. Visit a workplace in your community. It may be an office, a library or a research room. Make sure to ask permission and read the procedures or policies being implemented in the area.

Write a short report about your experience and relate it to our lesson.  
Write it on a sheet of paper and be ready for oral reporting.

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*Great job! You may now proceed to the next lesson.*

## Lesson

# 2

# Nonverbal Communication in the Workplace

### Learning Objectives:

1. Use appropriate nonverbal communication
2. Identify appropriate lines of communication with superiors and colleagues
3. Define work procedures for the location and storage of information
4. Carry out personnel interaction clearly and concisely



## *What's In*

Welcome to our next lesson! This time we will learn a different interaction in the workplace, the nonverbal communication.

Using nonverbal signals will improve people's interpretation in communication. Nonverbal communication shows how a person is thinking about what they are saying, and it also represents how people respond to the message. Communicating an effective message with anticipation and enthusiasm to your colleagues could have a greater effect on the audience in terms of the relevance of the message versus delivering the message without facial expression and emotion.

Keeping a clear understanding of your nonverbal interactions as you often convey verbal messages enables you to interpret the message in the manner you want to deliver. Positive nonverbal communication allows workers build positive business relationships, while negative nonverbal communication can cause conflict and other disturbances in the workplace.



## *What's New*

Let us define nonverbal communication and list some of what we have observed in the workplace you have visited.

**Nonverbal Communication** – plays an important role in our lives as it can enhance the ability of an individual to communicate, connect, and create meaningful relationships in daily lives. A deeper understanding of this form of communication can lead to a stronger relationship between people.

What have you observed in a workplace you have visited? How do they communicate with each other? Do they use nonverbals? List them down in your notebook and be ready to identify to what form do they belong.

## Using Nonverbal Communication in the Workplace

Different Forms of Nonverbal Communication:

1. **Posture.** Observe proper posture while communicating with your superior and colleagues. Example, when you enter his office, wait for your superior to tell you to sit down.
2. **Eye and Hand Contact.** Maintain eye to eye contact when speaking to your superior and avoid unnecessary movements. Being calm and discreet gains empathy.
3. **Facial Expressions.** Our facial expressions add more clear understanding to what you would like to convey with your superior or colleagues. Remember, Smile beget Smile.
4. **Hand Gestures.** This is a simple way to be understood by others. Proper hand shaking, waving and a thumbs up for approval are some examples for this.
5. **Body Language.** Our body talks, it can send message of love, hurt, and frustrations.



## What is It

### How to Communicate with your Superior and Colleagues?

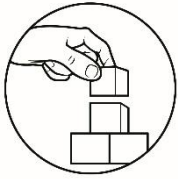
Everyone has to trust and respect one another to ensure effective communication. It is important that you can act consistently and with honesty in building trust with your superiors and colleagues. To gain their trust, interact with them clearly and with confidence while showing them respect.

### Carry Out Personnel Interaction Clearly and Concisely

Are leaders born or made? The fact is, leaders have main characteristics that define success. Many people are born with the ability to communicate well. To practice successful communication, many leaders work very hard. Whether innate or learned, good communication is key to effective building and managing a team.

Some workers feel lost without touch. But no-one without a captain would want to be on a ship. At its heart, consistent and transparent leadership communication provides predictability and a sense of control for employees while building trust and expectation. This information cascading generates overall success. But what is it that makes communication effective? It has to be both clear and concise.

*Good job! You have finished learning our second lesson. To help you refreshed of what you have learned, be able to answer the activities below.*



## ***What's More***

### **Activity 2.1 Scrambled Words.**

The following scrambled letters convey a word. Arrange the letters to find the correct word. Write your answer in your activity notebook.

1. M C O M N I C T U A I N O

\_\_\_\_\_

2. V B A E R L

\_\_\_\_\_

3. E G S U T E R

\_\_\_\_\_

4. R E P X S S O N E I

\_\_\_\_\_

5. L A B E R V N O N

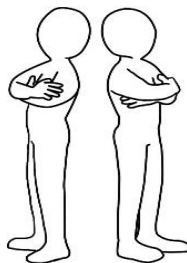
\_\_\_\_\_



## ***What I Have Learned***

### **Activity 2.2**

Check (✓) the picture that demonstrates positive nonverbal communication. Cross-out (x) the negative ones.







## Lesson

# 3

# Participate in Workplace Meeting and Discussion

### Learning Outcomes:

1. Attend team meetings on time;
2. Express own opinions and listen to those of others;
3. Conduct workplace interaction courteously while being mindful of cultural considerations;
4. Ask and respond to questions on simple routine workplace; procedures and matters concerning conditions of employment; and
5. Interpret and implement meeting outcomes



### *What's In*

On our previous lesson, you learned the different areas about information and communication in the workplace.

In this lesson, you are going to learn the different procedures and proper behaviors we need to demonstrate in an actual workplace participation and discussion. What you have learned will greatly help you understand your next lesson.



### *What's New*

### Planning the Meeting:

A meeting is an assembly of people who have met at a given time and place to address a particular matter or make a decision on a critical issue.

An organization's officers should communicate among themselves and announce the following to the members:

1. Place and meeting times
2. Manner of communication to members
3. Person to call a meeting
4. Person appointed to preside
5. Person to clarify the meeting's purpose
6. The agenda
7. A Resolution Set prepared beforehand

**Protocols** – are procedures to be followed in a task.

- Observing Meetings
- Compliance with meeting decisions
- Obeying meeting instructions

Workplace interactions are conducted in a courteous manner:

- ✓ Face to face
- ✓ Telephone
- ✓ Electronic and Two-way radio
- ✓ Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams

### **Conducting a Meeting**

Together with the leaders, the organization's president is responsible for organizing the order of business for the regular business meeting of the group.

Procedures of conduct:

#### **1. Call to order**

The presider formally opens the meeting with the checking of attendance and agenda. The activities at this initial stage are conducted by a temporary presiding officer:

Election of a Secretary and Chairman.

- a) Reading the Secretary 's call for a meeting.
- b) The object of the meeting shall be clarified by the member chosen by the chairman.
- c) Announcement of the next company Chairman in time.

#### **2. The minutes of the previous meeting shall be read**

Correction and Authorization

#### **3. Officers report, standing committees or boards report**

At each annual meeting of a society, a standing committee is formed for a definite period, such as a session or a year.

#### **4. Unique or ad-hoc committee report**

A special committee shall be named for a particular and specified purpose and shall operate until the function or mission assigned to it is accomplished or until a two-thirds vote dismisses it.

#### **5. Unfinished business**

This applies to the day's questions or instructions that were planned during the previous meeting.

#### **6. New business**

Parliamentary practice has set out guidelines for resolutions to be adopted and disposed of.

- a. Presenting Movements
- b. Talk Motions
- c. To amend motions
- d. Vote Motions

Like the presiding officer, the assembly members are also responsible for other activities and act to make the business meeting a successful one. If you are a good standing member you have to follow the following:

Parliamentary custom assigns the presiding officer specific roles and responsibilities,

- a. To call orders at the appointment time to the meeting
- b. To preside over every meeting.
- c. To declare the company in its proper order before assembly
- d. To bring to the assembly all questions which require a vote.
- e. To reply to parliamentary inquiries and decide on points of order
- f. To announce any recesses and adjournments officially



## ***What is It***

### **Express own Opinions and Listen to those of Others**

#### Common Phrases Used in Expressing Opinions

In everyday speech, many sentences and some types of writing are suitable.

Some of these phrases you have either already seen or used:

- ◆ I guess it's ...
- ◆ I suppose ...
- ◆ I feel like ...
- ◆ In my view ...
- ◆ I 'd say ...

But assume you wanted to strengthen the statement. You can do that with the addition of an adverb or adjective.

For instance:

- ◆ I firmly believe anyway ...
- ◆ I really thought ...
- ◆ In my honest judgement ...

Furthermore, providing reasons for your opinion add weight to the argument.

#### Formal Phrases

Next, let 's look at a few more common phrases in the formal situations. You may hear one of these, for example, at a business meeting or conference, or in a formal paper:

- ◆ From my viewpoint ...
- ◆ From my point of view ...
- ◆ In my opinion ...
- ◆ I guess it seems to me ...

### Asking for The Views of Others

So, imagine you were speaking up yourself. Yet what is someone else's opinion? If we share an opinion or suggestion, it's always a good idea to ask others about theirs. Phrases such as this help demonstrate our desire to hear from others:

- ◆ What do you think about ...?
- ◆ What are your thoughts regarding ...?
- ◆ How are you feeling about ...?
- ◆ What is your opinion regarding ...?

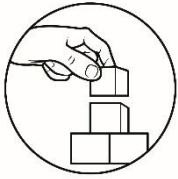
### **Members' Duties and Obligations**

1. Hold the floor and secure the presiding officer's recognition before making a motion.
2. Involve yourself in the discussion if you have an opinion to express or if you would like details.
3. Refrain from debating in dealing with personalities.
4. Use your knowledge of legislative experience to support business transactions positively.
5. Remain in the meeting until the meeting is deemed adjourned by the chairman or president.
6. Use your knowledge of parliamentary practice to aid in orderly and constructive business transactions.
7. Stay in the meeting until the meeting is declared adjourned by the President or Chairman.
8. Pay your duties promptly.

Accept an office whose responsibilities you are willing to assume regarding holding a position. Observe proper decorum throughout debate by:

- a. Addressing remarks to the chairperson.
- b. Saying "the gentleman who spoke in reference to another member first.
- c. Limit queries.
- d. Eviting personalities, never indirectly referring to an officer or other member by name.
- e. Whispering not disrupting the meeting, walking about or the like.
- f. To be courteous in language and attitude.

*Nice work! To help you remember what you learned, let us try these activities.*



## ***What's More***

### **Activity 3.1**

Direction: Answer the questions below by writing them on your worksheet.

1. What are the things that you need to observe in conducting a workplace meeting?

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2. Enumerate below the specific responsibilities of a presiding officer.

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3. What are the activities that you do during call to order?

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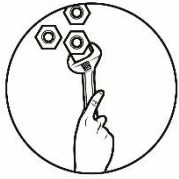


## ***What I Have Learned***

### **Activity 3.2**

**Direction:** Using the example common phrases in expressing opinions, write your opinion regarding the following topics. Write your answers on a separate sheet of paper following the table below.

<b>Topic/Issue</b>	<b>Opinion</b>
1. Would you rather be vegetarian or eat meat products?	
2. Would you rather drink water or consume soft drinks?	
3. Would you rather always be 10 minutes late or always be 20 minutes early?	
4. Would you rather live in the wilderness far from civilization or live on the streets of a city as a homeless person?	
5. Would you rather be poor but help people or become incredibly rich by hurting people?	



## ***What I Can Do***

### **Activity 3.3**

Direction: Answer the questions below by writing them on your worksheet.

Mr. Jimenez wants to conduct a meeting in his farm regarding the change in roles and responsibilities of his employees. What do you think should be the content of his agenda?

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If you were one of Mr. Jimenez's employees and you will be promoted, what will be your opinion regarding his decision? Express your opinion on the space below.

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*Keep up the Good Work! You may proceed to the next lesson.*

## Lesson

# 4

# Complete Relevant Work-Related Documents

### Learning Outcomes:

1. Complete ranges of forms relating to conditions of employment accurately and legibly;
2. Record workplace data on standard workplace forms and documents;
3. Use basic mathematical process for routine calculations;
4. Identifying errors in recording information on forms;
5. Identify and rectify documents; and
6. Complete reporting requirements to superior according to enterprise guidelines.



### *What's In*

It is great knowing that you have come this far! How do you find answering our activities on our past three lessons? Was it difficult? Or, was it easy? Do not forget to ask your teacher if you have some clarifications on our module. Remember, communication is very important.

Communication skills are required to properly communicate with a wide range of people while keeping good eye contact, show a diverse vocabulary and adapt your language to your audience, listen effectively, present your ideas properly, write clearly and concisely, and function well in a group. Some of these are key entrepreneurship skills employers pursue.

Papers play a big role in our lives in a practical world that we are living in. Forms and records are most likely to get a job, as this is where information is gathered and relevant information is registered. Efficiency in this aspect is not only for you but also for the agency a tool for success.



### *What's New*

After graduating from senior high school, most of the students opt for employment, some preferred to start their own business and others go to higher education. Whichever you desire, you will encounter different information sheets to fill up to be able to communicate. Let us learn some of these.

## **JOB APPLICATION FORM**

**Position Applied For:** \_\_\_\_\_ **Desired Salary:** \_\_\_\_\_

*Personal Information*

*Last Name*                      *First Name*                      *Middle Name*

*Address*

*Contact Number*                      *Email Address*

*Education*

<i>School</i>	<i>Location</i>	<i>Course</i>	<i>Years Attended</i>	<i>Honors received</i>

*Trainings Attended*

**Fill in the Application Form with your data neatly and clearly.**

- How do you feel filling out the form?
- Do you think the data you wrote are correct?
- Did you write it clear and neat?



### ***What is It***

Previously, you filled out an Application Form which reflects the data needed for your prospective employer. That form is used as you apply for a job. Once you are hired, you will still encounter more forms and we need to learn them. They are called Information Sheets. The preceding topics will guide you and help you become ready in filling out forms while engaging in a workplace.



## Information Sheets

### How to record workplace data on forms and documents?

Data recording and proper documentation must be observed in the workplace.

When filling in a form, remember the following:

1. read the form carefully
2. fill in all the required details
3. include necessary information only
4. write clearly and simply
5. check that you have completed it properly
6. send or give it to the appropriate person, or file in the appropriate place

### Record Workplace Data on Standard Workplace Forms and Documents

Another form applied in animal production is job requirement form. In this form you have to fill in the data of the labor rendered.

In filling up a job requirement form, knowledge on routine calculation must be obtained. Try calculating the given problem.

Given the data: How would you solve for the total compensation?

No. of Person: 2

Daily wage: P 350.00

Total days rendered: 5 days

Is your answer similar to this?

$$\begin{aligned}\text{Total Compensation} &= \text{Number of head} \times \text{Daily wage} \times \text{total days rendered} \\ &= 2 \times 350.00 \times 5 \text{ days} \\ &= 2 \times \text{P } 1,750.00 \\ &= \underline{\text{P } 3,500.00}\end{aligned}$$

### Errors in Recording Information and Rectify Forms

When finding any mistake, act to correct it as soon as possible. You will need to bring the error to the attention of any other party involved in the document, especially if it is a signed contract of any type.

Follow the basic steps used to correct mistakes in critical documents:

1. Stack through the information incorrectly (make sure the information is still readable).
2. Make the change.
3. The move is dated and original.
4. Have the other party date and even initial the update, so it's obvious that both parties accepted the update.

### How to make accomplishment report?

Would you like to write a report on accomplishments? Many occupations would require one, and these are mostly self-assessments in which you are expected to share what you have done all year long. Or instead, you were tasked with writing a report about a meeting. Understanding how to compose a report will make a huge difference whether or not, you considered it as a success.

**1. Open with a summary paragraph.**

You give a summary. Try not to take too long on the report. Two pages is a reasonable rule of thumb unless there is a clear recommendation from the boss. Consult with employer to see if a suggested format exists.

**2. Provide details to back up each summary point.**

Use outline form. Organize different areas into their own parts, and use sub-points under each header. For example, "events coordinated and held" might be one of your sections.

**3. Use professional formatting.**

Create a title. To organize the detail, use bold subheadings.

**4. Keep a journal throughout the time period in question.**

This will help you remember the activities during the entire year.

*Great Job! You are now ready for more activities.*



## ***What's More***

### **Activity 4.1**

Compute the compensation of the following. Write your answers with solution on a separate sheet of paper.

1. Mr. Satar was hired to mix feeds for 7 days, with a minimum wage of P 350.00 as indicated in his job description form. How much Mr. Satar will be paid after working in 7 days?

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2. Kristine works very hard to maintain her outstanding performance. So, she got paid for additional 1-month salary as her incentive with P310.00 per day. Calculate the amount she will be receiving.

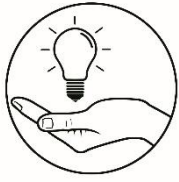
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3. Ms. San as head of the department hires 12 laborers to construct poultry house with P 420.00 per day compensation. Compute the amount she will be paying in 7 days.

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4. There are 15 laborers signed a contract to grow cattle in a certain farm. Each has a daily compensation of P 250.00. They have to work in the farm for 60 days. Compute the amount they will be receiving.

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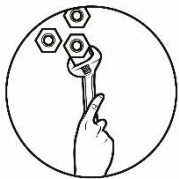


## ***What I Have Learned***

### **Activity 4.3**

Write **TRUE** if the statement is correct and **FALSE** if it is not.

- \_\_\_\_\_ 1. When seeking a job, we need to make sure that we filled out our Application Letter with proper data.
- \_\_\_\_\_ 2. Do not report mistakes. Wait until it will be fixed before you communicate to proper authorities.
- \_\_\_\_\_ 3. Accomplishment reports reflect the data of our personal information.
- \_\_\_\_\_ 4. Always see to it that the forms we are filling out are neat and clean.
- \_\_\_\_\_ 5. We need to know how to compute our salary so we can have a chance to complain and make arguments.



## ***What I Can Do***

### **Activity 4.2**

Analyze the situation below. Write a short answer on your worksheet.

Ms. Arianne was the laboratory in-charge of the farm. She was tasked to provide a report on the apparatus she received. It happened she committed mistake in recording to some details on the report. As you learned in this lesson, state how you will help Ms. Arianne.

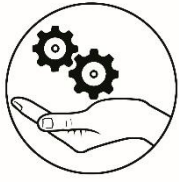
Congratulations! You are done with our Module 1, Workplace Engagement. But here are other things you need to do: Answer our assessment and do the additional activities next to this. Remember that our assessment is very important because this will help you prepared for our periodic tests. Enjoy!



## **Assessment**

Fill-in the blanks. Supply the word being defined. Supply the word being defined. Write your answers your worksheet.

- \_\_\_\_\_ 1. These are data taken from raw information, analyzed and understand it.
- \_\_\_\_\_ 2. In keeping storage, it is important to prevent accidents, injuries by doing \_\_\_\_\_ for corrective action.
- \_\_\_\_\_ 3. A two-way process where one speaks while the other is listening.
- \_\_\_\_\_ 4. A type of question that gathers detailed information.
- \_\_\_\_\_ 5. Social media like Facebook, Twitter are examples of what type of communication medium?
- \_\_\_\_\_ 6. Handshake and thumbs up are form of \_\_\_\_\_.
- \_\_\_\_\_ 7. A procedure to be followed in a task.
- \_\_\_\_\_ 8. Formally opens the meeting with the checking of and agenda.
- \_\_\_\_\_ 9. A place where we work and practice our skills in a job.
- \_\_\_\_\_ 10. An officer responsible for organizing the order of business for the regular meeting of the group.
- \_\_\_\_\_ 11. An assembly of people who have met at a given time and place to address a particular matter or make a decision on a critical issue.
- \_\_\_\_\_ 12. Another form applied in animal production where you have to fill in the data of the labor rendered.
- \_\_\_\_\_ 13. A kind of form where you are going to fill up your information in seeking a job.
- \_\_\_\_\_ 14. Number of reasonable pages in writing a summary.
- \_\_\_\_\_ 15. A kind of report where significant events and activities done were written.



## ***Additional Activities***

**A. Direction:** Interview any official in your barangay about his/her duties and responsibilities.

**Name of the Official:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<b>Duties and Responsibilities</b>	
1.	_____ _____ _____
2.	_____ _____ _____
3.	_____ _____ _____
4.	_____ _____ _____
5.	_____ _____ _____

**B.** Provide a reflection paper on how our lessons help you prepare yourself for a work engagement. Write at least 100 words.

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## Answer Key

<p><b>What I Have Learned 1.2</b></p>	<p><b>What's More 1.1</b></p>	<p><b>What I Know</b></p>
<p>A. 1. True 2. False 3. True 4. True 5. False</p>	<p>1. Secondary 2. Primary 3. Tertiary 4. Secondary 5. Secondary B. Keep – keep your file secure Inspect – inspect workplace to prevent untoward incidents. Shred – secure documents destruction, services address ethical and legal requirement for optimal information security and protection Sheltered- ensured hard copy documents and electronic records are secure and accessible i all stages of the documents management lifestyle</p>	<p>1. Communication 2. Investigation 3. Secondary information 4. Mechanical media 5. Probing question 6. Hand gesture 7. Workplace 8. Meeting 9. Protocol 10. Presiding officer 11. President 12. Job requirement form 13. Two pages 14. Application form 15. Accomplishment report</p>

<p><b>Post-Assessment</b></p>	<p><b>What's More 4.1</b></p>	<p><b>What's More 2.1</b></p>
<p>1. Secondary 2. Investigation 3. Communication 4. Probing question 5. Mechanical media 6. Hand gesture 7. Protocol 8. President 9. Workplace 10. Presiding officer 11. Meeting 12. Job requirement form 13. Application form 14. Two pages 15. Accomplishment report</p>	<p>1. 17, 150 2. 9,300 3. 35, 280 4. 225,000 What I have Learned 4.2 1. True 2. False 3. False 4. True 5. False</p>	<p>1. Posture – observe proper gesture while communicating with your superior and colleagues. 2. Eye and hand contact – maintain eye to eye contact when speaking to your superior and avoid unnecessary movements. 3. Facial expressions – our facial expressions add more clear understanding to what you would like to convey with your superior or colleagues 4. Hand gestures- a simple way to be understood by others. 5. Body language – our body talks, it can send message of love, hurt and frustrations.</p>

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