

Scope and Sequence Chart

CHAPTER 1 AN OVERVIEW OF COMMUNICATION

Content Standard

The students . . .

- understand and explain the nature and elements of oral communication in context;
- value the functions/purposes of oral communication; and
- understand intercultural communication and its dimensions.

Performance Standard

The students . . .

- design and perform effective controlled and uncontrolled oral communication activities based on context; and
- apply the different communication concepts in class exercises and everyday life.

Title	Objectives	K to 12 Learning Competencies	Values Integration
<p>Lesson 1 Nature and Elements of Communication</p>	<ul style="list-style-type: none"> • Define <i>communication</i> • Explain the elements and nature of the communication process • Identify the functions of communication • Identify the principles of communication • Distinguish the common misconceptions about communication • Differentiate the various communication models • Describe the verbal and nonverbal symbol systems of communication • Describe communication breakdown • Use various strategies to demonstrate effective communication skills 	<ul style="list-style-type: none"> • Define <i>communication</i> • Explain the nature and process of communication • Discuss the functions of communication • Differentiate the various models of communication • Distinguish the unique features of one communication process from the other • Explain why there is a breakdown of communication • Use various strategies in order to avoid communication breakdown 	<ul style="list-style-type: none"> • Appreciate the Filipino traits such as being gregarious, friendly, hospitable, religious, resilient, and respectful as demonstrated in verbal and nonverbal expressions • Send messages and give feedback accurately and honestly

Title	Objectives	K to 12 Learning Competencies	Values Integration
Lesson 2 Intercultural Communication	<ul style="list-style-type: none"> • Define intercultural communication • Demonstrate understanding of dimensions of cultural differences • Determine ways to improve intercultural communication 	<ul style="list-style-type: none"> • Demonstrate sensitivity to the sociocultural dimension of communication situation with a focus on: <ul style="list-style-type: none"> — culture — gender — age — social status — religion 	<ul style="list-style-type: none"> • Appreciate one’s culture • Accept and respect cultural diversity

CHAPTER 2 THE ROLE OF LISTENING IN COMMUNICATION

Content Standard

The students . . .

- demonstrate understanding of the nature and process of listening;
- demonstrate understanding of the role of listening in communication;
- identify the different types of listening and listening contexts;
- determine the barriers and ways to improve listening skills; and
- demonstrate understanding of the impact of culture and gender in listening.

Performance Standard

The students . . .

- use a variety of strategies to overcome listening barriers and become effective listeners in different contexts; and
- apply active listening principles and behaviors in class activities and everyday life.

Title	Objectives	Integrated Learning Competencies	Values Integration
Lesson 1 Listening Overview	<ul style="list-style-type: none"> • Define <i>listening</i> • Explain the nature of listening 	<ul style="list-style-type: none"> • Describe the nature of listening • Understand the definition of listening 	<ul style="list-style-type: none"> • Show respect to and acceptance of others by listening well • Appreciate and understand what sincere listening entails • Understand the benefits of effective listening to become a productive individual
Lesson 2 The Process of Listening	<ul style="list-style-type: none"> • Differentiate hearing from listening • Explain the stages of the listening process • Identify the factors that affect listening 	<ul style="list-style-type: none"> • Explain the process of listening and the listening process model 	<ul style="list-style-type: none"> • Appreciate and take care of one's gift of hearing mechanism and speech organs • Show respect for and value the speaker's and listener's perspectives during communication exchange • Practice active listening by giving appropriate feedback

Title	Objectives	Integrated Learning Competencies	Values Integration
Lesson 3 Types of Listening	<ul style="list-style-type: none"> • Describe the types of listening • Explain the nature of active listening • Demonstrate active listening 	<ul style="list-style-type: none"> • Understand purposive listening through the five types of listening • Practice active listening in everyday interactions 	<ul style="list-style-type: none"> • Enhance effective and appropriate listening behaviors in logical, emotional, and critical situations • Appreciate purposive listening • Appreciate active listening
Lesson 4 Different Listening Contexts	<ul style="list-style-type: none"> • Demonstrate understanding of different listening contexts • Demonstrate effective listening in various contexts 	<ul style="list-style-type: none"> • Understand how context shapes listening 	<ul style="list-style-type: none"> • Develop an open-minded attitude when listening • Become a responsible listener by adjusting to the context
Lesson 5 Barriers to Listening	<ul style="list-style-type: none"> • Identify the barriers to listening • Describe the ways to become an effective listener 	<ul style="list-style-type: none"> • Determine the barriers of listening • Determine ways to overcome barriers of listening 	<ul style="list-style-type: none"> • Minimize the negative effects of poor listening habits • Become a better listener
Lesson 6 Special Topics and Listening	<ul style="list-style-type: none"> • Demonstrate understanding of the impact of culture on listening style and approaches • Demonstrate understanding of the relationship of gender and listening style and approaches 	<ul style="list-style-type: none"> • Describe how cultural factors and gender shape listening • Develop sensitivity to cultural factor and gender in the practice of active listening 	<ul style="list-style-type: none"> • Appreciate cultural diversity • Become aware of the effects of cultural and gender factors on listening • Adjust to cultural and gender differences in order to listen accurately
Lesson 7 Gaining Communication Competence: Becoming a Better Listener	<ul style="list-style-type: none"> • Identify ways to become effective listeners 	<ul style="list-style-type: none"> • Determine ways to listen effectively 	<ul style="list-style-type: none"> • Appreciate the qualities of effective listening

CHAPTER 3 COMMUNICATION COMPETENCE IN VARIOUS CONTEXTS

Content Standard

The students recognize that communicative competence requires understanding of speech contexts, speech styles, speech acts, and communicative strategies.

Performance Standard

The students are able to demonstrate effective use of communicative strategy in a variety of speech situations.

Title	Objectives	K to 12 Learning Competencies	Values Integration
<p>Lesson 1 The Concept of Communicative Competence</p>	<ul style="list-style-type: none"> • Explain the concept of communicative competence • Demonstrate understanding of situational and relational dimensions of communicative competence 	<ul style="list-style-type: none"> • Explain the concept of communicative competence in various types of speech contexts 	<ul style="list-style-type: none"> • Show a positive attitude in achieving high communicative competence
<p>Lesson 2 Different Types of Speech Context</p>	<ul style="list-style-type: none"> • Identify the various types of speech contexts • Exhibit appropriate verbal and nonverbal behavior in a given context • Identify effective strategies to develop skills for effective 	<ul style="list-style-type: none"> • Identify the various types of speech contexts • Exhibit appropriate verbal and nonverbal behavior in a given speech context 	<ul style="list-style-type: none"> • Examine one’s self-concept to build confidence and skills in every speech context • Maintain meaningful relationships through appropriate and acceptable communication behavior in various contexts

Title	Objectives	K to 12 Learning Competencies	Values Integration
<p>Lesson 3 Types of Speech Styles</p>	<ul style="list-style-type: none"> • Distinguish the types of speech styles • Determine the appropriate speech style in a given social situation 	<ul style="list-style-type: none"> • Distinguish types of speech style • Identify social situations in which each speech style is appropriate to use • Observe the appropriate language forms in using a particular speech style 	<ul style="list-style-type: none"> • Show sensitivity in language use for appropriate and effective communication transaction • Show ability to adjust to the appropriate speech style in a given context
<p>Lesson 4 Types of Speech Acts</p>	<ul style="list-style-type: none"> • Identify the different types of speech acts • Respond appropriately and effectively to a speech act 	<ul style="list-style-type: none"> • Respond appropriately and effectively to speech act 	<ul style="list-style-type: none"> • Own up to what one says • Display ability to send accurate and concrete messages
<p>Lesson 5 Types of Communicative Strategies</p>	<ul style="list-style-type: none"> • Discuss the types of communicative strategies • Engage in communicative situations using acceptable, polite and meaningful communicative strategies • Explain that a shift in speech context, speech style, speech act, and communication strategy affects the following: <ul style="list-style-type: none"> — language form — duration of interaction — relationship of speaker — role and responsibilities of the speaker — message — delivery 	<ul style="list-style-type: none"> • Explain that a shift in speech context, speech style, speech act, and communicative strategy affects the following: <ul style="list-style-type: none"> — language form — duration of interaction — relationship of speaker — role and responsibilities of the speaker — message — delivery 	<ul style="list-style-type: none"> • Know how to regulate conversation for communication channels to be fairly shared • Show ability in staying focused in conversations • Appreciate appropriate communication behavior in conversational episodes

CHAPTER 4 PUBLIC SPEAKING

Content Standard

The students understand the nature of public speaking and realize the rigors of crafting one’s speech.

Performance Standard

The students...

- proficiently deliver various types of speeches using the principles of effective speech delivery;
- develop and enhance self-confidence in speech performance; and
- evaluate their own and others’ speech performances.

Title	Objectives	K to 12 Learning Competencies	Values Integration
Lesson 1 The Nature of Public Communication	<ul style="list-style-type: none"> • Define and describe the nature of public communication 	<ul style="list-style-type: none"> • Define and describe the nature of public communication 	<ul style="list-style-type: none"> • Appreciate the early beginnings of public speaking with the ideal Quintilian principle of “a good man skilled in speaking”
Lesson 2 Types of Speeches	<ul style="list-style-type: none"> • Distinguish the types of speeches 	<ul style="list-style-type: none"> • Distinguish the types of speeches 	<ul style="list-style-type: none"> • Demonstrate effective speech persuasion through awareness of the function of <i>ethos</i>
Lesson 3 Methods of Delivery	<ul style="list-style-type: none"> • Use appropriate methods of delivering a speech 	<ul style="list-style-type: none"> • Use appropriate methods of delivering a speech 	<ul style="list-style-type: none"> • Deliver sincere messages • Provide honest feedback

Title	Objectives	K to 12 Learning Competencies	Values Integration
Lesson 4 Steps in Speech Preparation	<ul style="list-style-type: none"> • Demonstrate skills of speech preparation 	<ul style="list-style-type: none"> • Use principles of effective speech writing focusing on: <ul style="list-style-type: none"> — audience profile — logical organization — duration — word choice — grammatical correctness 	<ul style="list-style-type: none"> • Value importance of intelligent, adequate preparation and thorough rehearsal • Acknowledge sources of information and avoid plagiarism
Lesson 5 Speech Anxiety	<ul style="list-style-type: none"> • Manage speech anxiety in communicating to an audience 	<ul style="list-style-type: none"> • Manage speech anxiety in communicating to an audience 	<ul style="list-style-type: none"> • Appreciate one’s capabilities and talents • Work on aspects that need improvement
Lesson 6 Principles of Speech Delivery	<ul style="list-style-type: none"> • Demonstrate the skills of effective delivery of speeches • Demonstrate skills in speech evaluation 	<ul style="list-style-type: none"> • Use principles of effective speech delivery focusing on: <ul style="list-style-type: none"> — articulation — modulation — stage presence — facial expressions, gestures, and movements — rapport with the audience 	<ul style="list-style-type: none"> • Deliver sincere messages • Give and accept honest feedback • Appreciate discipline and thorough practice and hard work • Appreciate the practice of public speaking as means to bring about desirable changes in the community • Show humility and open-mindedness in receiving instruction and constructive feedback