

TABLE OF CONTENTS

Preface	iii
Chapter 1: Commencing Oral Communication: The Basics	1
<i>Lesson 1: Importance of Effective Oral Communication</i>	<i>4</i>
<i>Lesson 2: Fundamentals of Verbal and Non-Verbal Communication</i>	<i>5</i>
<i>Lesson 3: The Communication Barriers11</i>	<i>6</i>
<i>Activity 1</i>	<i>8</i>
<i>Activity 2</i>	<i>9</i>
Chapter Test.....	13
Chapter 2: Mechanics of Oral Communication	19
<i>Lesson 1: Voice Modulation, Pitch, and Tone.....</i>	<i>22</i>
<i>Lesson 2: Articulation and Pronunciation.....</i>	<i>23</i>
<i>Activity 1</i>	<i>26</i>
<i>Activity 2</i>	<i>27</i>
Chapter Test.....	33
Chapter 3: The Art of Expression: An In-Depth Study of Speech Forms	39
<i>Lesson 1: Types of Speech According to Purpose</i>	<i>41</i>
<i>Lesson 2: Types of Speech According to Delivery.....</i>	<i>42</i>
<i>Lesson 3: Principles of Speech Writing.....</i>	<i>44</i>

<i>Lesson 4: Principles of Speech Delivery</i>	45
<i>Activity 1</i>	46
<i>Activity 2</i>	47
Chapter Test.....	51
Chapter 4: Principles of Effective Small Group Communication	57
<i>Lesson 1: The Essence of Small Group Communication</i>	59
Characteristics of Small Groups	60
Types of Small Groups	61
Advantages and Disadvantages of Small Groups.....	62
<i>Activity 1</i>	63
<i>Activity 2</i>	63
Chapter Test.....	69
Chapter 5: Principles of Effective Audience Communication	71
<i>Lesson 1: Audience and its Communication Impact</i>	73
Characteristics of Audience	74
Identify Your Audience	74
Adopting Messages to Audience	75
Public Speaking Techniques	75
<i>Activity 1</i>	76
<i>Activity 2</i>	76
Chapter Test.....	79
Chapter 6: Public Speaking and Presentation Skills	81
<i>Lesson 1: Structure and Organization of Speeches</i>	84
<i>Lesson 2: Effective Use of Visual Aids and Technology</i>	88
<i>Lesson 3: Overcoming Stage Fright and Nervousness</i>	90
<i>Activity 1</i>	91
<i>Activity 2</i>	94
Chapter Test.....	99

Chapter 7: Ethical Considerations in Oral Communication	103
<i>Lesson 1: Understanding Ethical Responsibilities</i> in Communication	106
<i>Lesson 2: Plagiarism and its Consequences</i>	108
<i>Lesson 3: Respecting Diversity and Inclusivity</i> in Communication	110
<i>Activity 1</i>	112
<i>Activity 2</i>	115
Chapter Test.....	119
 Chapter 8: Suggested Performance Tasks Assessment.....	125
Performance Task 1: Job Interview Simulation	127
Performance Task 2: TED Talk Presentation	127
Performance Task 3: Debate on a Social Issue	128
Performance Task 4: Storytelling Contest.....	128
Performance Task 5: Persuasive Sales Pitch.....	129
Performance Task 6: News Reporter Simulation	129
Performance Task 7: Public Service Announcement (PSA)	130
Performance Task 8: Interviewing an Expert	130
Performance Task 9: Story Analysis and Critique.....	131
Performance Task 10: Impromptu Speaking Challenge	131
Performance Task 11: Multimedia Presentation	132
Performance Task 12: Simulated Customer Service Call.....	132
Performance Task 13: Informative Podcast Episode.....	133
Performance Task 14: Collaborative Group Discussion.....	133
Performance Task 15: Speech Analysis and Response	134
Performance Task 16: Media Interview Simulation	134
Performance Task 17: Science Presentation with Q & A.....	135
Performance Task 18: Storytelling Through Art.....	135
Performance Task 19: Cultural Exchange Presentation	136
Performance Task 20: Impromptu Dialogue.....	136