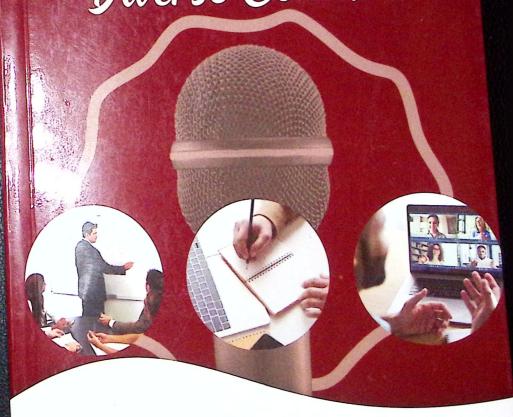


WISEMAN'S BOOKS TRADING, INC.

2023

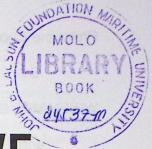
PURPOSIVE COMMUNICATION

Diverse Contexts



Marshall Felix L. Josue



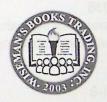


PURPOSIVE COMMUNICATION

in Diverse Contexts

Marshall Felix L. Josue

-11853



Wiseman's Books Trading, Inc.

Philippine Copyright 2023

By:

WISEMAN'S BOOKS TRADING, INC.

and

MARSHALL FELIX L. JOSUE

All Rights Reserved

No part of this book may be reproduced or transmitted in any form or by means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the publisher and author.

Any copy of this book without the signature of the author is considered from illegal source or is in possession of one who has no authority to dispose of the same.

Published and Distributed in the Philippines by: WISEMAN'S BOOKS TRADING, INC. 171 Tandang Sora Ave., Brgy Tandang Sora Quezon City, Philippines, 1116 Telephone Nos.: (02) 3425-3368 / (02) 8398-6205

Telefax: (02) 7738-1038

Email address: wisemanbooks@yahoo.com Website: www.wisemansbookstrading.com

ISBN: 978-621-418-271-8

DEDICATION

Writing this book was inspired by the two pillars f Northwestern University especially at a time when the nstitution continues to soar with a commitment to excellence in spite of a crisis brought by COVID19 pandemic: Madam Liza S. Nicolas, Chairman of the Board, Executive Vice President and Vice President for Administration and Atty. Ferdinand Nicolas, President. This book, a "fruit of labor and love", is dedicated to Madam Liza and Sir Ferdie as outstanding administrators and advocates for linguistic excellence.

Marshall Felix L. Josue

TABLE OF CONTENTS

| DEDICATION RECOMMENDATIONS | i ii |
|--|---------|
| PREFACE | iv |
| INTRODUCTION Language is Ambiguous or Arbitrary (Essay from a student of the Vedasto J. Samonte School of Graduate Studies of Northwestern University) | vi |
| CHAPTER I: Language: What is it? | 1 |
| CHAPTER II: Understanding Communication | 7 |
| A. Process/Principles/Components/Ingredients/ Models | 8 |
| B. Ethics of Communication | 13 |
| CHAPTER III: Communication: Aids, Strategies, Modes and Registers | 19 |
| A. Aids and Strategies: Visual (Virtual/Signs), Verbal and Non-Verbal, Social Distance, Touching, Silence/Exchanges | 20 |
| B. Modes | 40 |
| C. Language Registers | 41 |
| a. Formal and Informal English | 41 |
| b. Prescriptive and descriptive grammar | 42 |
| c. Slang and Idioms | 43 |
| CHAPTER IV: Global Communication: Intercultural, | |
| Interpersonal and Multicultural Setting | |
| A. Asia and Interpersonal Communication | 58 |
| B. Sex and Gender Sensitivity | 60 |
| C. British and American English D. Asian and American Communication | 63 |
| D. Asian and American Communication | 00 |
| CHAPTER V: Communication: Importance/Purposes | 71 |
| A. Speech to Introduce Oneself | 73 |
| B. Speech to Present a Personal Opinion | 74 |
| C. Speech to Introduce a Speaker | 76 |
| D. Preparing for the Impromptu Speech | 78 |

| E. Argumentative | 78 |
|--|-----|
| F. Writing to Persuade | 80 |
| G. Speaking to Persuade | 82 |
| H. Speaking to Inform | 86 |
| CHAPTER VI: Communication in the Professions | 93 |
| A. Job Interview | 94 |
| B. Business Communication: | 98 |
| a. Difference Between Business and Literary | |
| Writing | 98 |
| b. Major Characteristics of Business | |
| Communication | 98 |
| c. Basic Principles of Business Communication | 98 |
| d. Elements of Business Letters | 101 |
| C. Examples of Business Letters | 104 |
| 1. Application | 104 |
| 2. Sales Letter | 107 |
| 3. Letter of Invitation | 108 |
| 4. Letter of Resignation | 108 |
| 5. Thank you Letter | 109 |
| 6. Announcement Letter | 109 |
| 7. Resume | 110 |
| D. Memorandum | 112 |
| E. Useful terms for purposive communication | |
| in different fields | 113 |
| CHAPTER VII. Journalism: Editorial/Newswriting | 137 |
| INDEX | 145 |
| APPENDIX | 149 |
| BIBLIOGRAPHY | 153 |
| DIDLICUIMI II I | 100 |

IV. ASSESSMENT

A. Comprehensive Questions

| 1. | What is Editorial writing? |
|----|---|
| 2. | What is Newswriting? |
| 3. | What are the parts of an Editorial? |
| 4 | . What are the elements of Newswriting? |
| | |

B. Application

- 1. **EDITORIAL** Think about an issue that interests you and which you think your readers are also interested in. Write a simple editorial.
- 2. **NEWSWRITING** Write down at least 2 news stories that should interest your readers.

INDEX

| American communication – 66 |
|---|
| Asian languages – 58 |
| Asians - 58, 59, 66 |
| British and American English - 63 |
| Grammar – 65 |
| Spelling – 64 |
| Words and Phrases – 65 |
| Business communication – 98 |
| Application – 104 |
| Business letters – 101, 103 |
| Announcement – 109 |
| Invitation – 108 |
| Resignation – 109 |
| Sales – 107 |
| Thank you - 109 |
| Cover letter – 105 |
| Memorandum - 112 |
| Resume – 110 |
| Business writing – 81 |
| Circular style – 49 |
| Clarity – 81 |
| Coherence – 83 |
| Communication – 6, 15 |
| Aids – 15 |
| Communication models - 9 |
| Aristotle's communication model - 9 |
| David Bello's communication model – 10 |
| Laswell's communication model - 9 |
| Communication process – 6 |
| Communication strategy – 15 |
| Eye contact – 28 |
| Gestures – 27 |
| Non-verbal commination strategy – 24 |
| Social distance – 26 |
| Timing of verbal exchanges; silence – 27 Touching – 27 |
| Verbal communication strategy – 24 |
| Visual communication strategy – 16 |
| v isual communication serving |

Volume of voice - 27 Factors - 29-32 Components of communication - 7 Context - 7 Feedback - 7 Message - 7 Noise – 7 Receiver - 7 Sender - 7 Conciseness - 82 Cultural Differences - 48 Descriptive grammar - 2, 34 Dialects - 2 Digression style - 49 Dynamic - 8 Editorial - 107 Guidelines - 109 Parts and structure - 108 Planning - 108 Types and functions - 108 Writing – 109 Elements of the business letter - 84 Body of the letter - 85 Complimentary close – 85 Heading – 84 Inside address - 85 Salutation or Greeting - 85 Signature - 85 English - 49 Ethics of communication - 10 Formal English - 33 Idioms - 37-41 Importance of communication - 59 Informal English - 33 Ingredients of communication-8 Channel-8 Decoder-8 Encoder-8 Message-8 Receiver-8 Source-8 Interview - 77 Job interview - 77

Language - 1

Changes in Meaning - 2

Changes in Pronunciation and Spelling – 2

Old English – 1

Philippine languages – 3

Language registers - 33

Linear style - 49

Literary writing - 81

Miscellaneous elements of a business letter - 85

Attention line - 86

Enclosure notation – 86

Identification notation – 86

Recommending approval signature – 86

Reference – 86 Subject line – 86

Modes of communication – 32

Audio - 32

Face-to-face interaction – 32

Text-based communication – 33

Video - 32

Morphology - 2

Newswriting - 110

Phonology - 2

Prescriptive grammar - 2, 34

Principles of communication - 7

Private grammar - 34

Process – 6

Public grammar – 34

Purposes of communication - 60

Argumentative - 65

Characteristics of argument - 65

Preparing for the impromptu speech - 64

Speaking to inform – 72

Speaking to persuade - 67

Speech to introduce a speaker – 62

Speech to introduce oneself – 60

Speech to present a personal opinion – 61

Writing to persuade - 66

Registers - 33

Romance - 49

Semantics - 2

Sex and gender sensitivity - 50

147

Signs - 20 Slang - 35

Modern slang – 36

Old - 36

Summer Institute of Languages (SIL) – 3

Syntax – 2

Úseful terms in different fields - 94

Architecture - 99

Civil engineering - 99

Computer engineering - 94

Criminology - 98

Electrical engineering - 100

Marine education - 103

Mechanical engineering - 101

Medical technology - 95

Nursing - 96

Teacher education - 104

Tourism and hospitality industry - 101

Virtual communication tools - 16

Hangouts - 16

ezTalks meetings - 17

Fuze - 18

Skype - 18

Zoom - 19

Webinar - 19

APPENDIX

A. CHED MEMORANDUM



Republic of the Philippines OFFICE OF THE PRESIDENT COMMISSION ON HIGHER EDUCATION

PURPOSIVE COMMUNICATION Preliminaries

Course Title

Purposive Communication

No of Units

: 3 units

Course Description:

Purposive Communication is about writing, speaking, and presenting to different audiences and for various purposes. (CMO 20 s 2013)

Purposive Communication is a three-unit course that develops students' communicative competence and enhances their cultural and intercultural awareness through multimodal tasks that provide them opportunities for communicating effectively and appropriately to a multicultural audience in a local or global context. It equips students with tools for critical evaluation of a variety of texts and focuses on the power of language and the impact of images to emphasize the importance of conveying messages responsibly. The knowledge, skills, and insights that students gain from this course may be used in their other academic endeavors, their chosen disciplines, and their future careers as they compose and produce relevant oral, written, audio-visual and/or web-based output for various purposes.

Learning Outcomes

At the end of the course, the students should be able to:

Knowledge

- 1. Describe the nature, elements, and functions of verbal and non-verbal communication in various and multicultural contexts
- Explain how cultural and global issues affect communication

Page 1 of 3 Purposive Communication

- 3. Determine culturally appropriate terms, expressions, and images
- 4. Evaluate multimodal texts critically to enhance receptive (listening, reading, viewing) skills;
- 5. Summarize the principles of academic text structure

Skills

- Convey ideas through oral, audio-visual, and/or web-based presentations for different target audiences in local and global softings, using appropriate registers.
- settings using appropriate registers

 2. Create clear, coherent, and effective communication materials
- 3. Present ideas persuasively using appropriate language registers, tone, facial expressions, and gestures
- 4. Write and present academic papers using appropriate tone, style, conventions, and reference styles

Values

- 1. Adopt cultural and intercultural awareness and sensitivity in communication of ideas
- Appreciate the differences of the varieties of spoken and written language
 Adopt awareness of audience and context in presenting ideas
- Adopt awareness of audience and context in presenting locals
 Appreciate the impact of communication on society and the world

Number of Hours: 3 hours every week for 18 weeks or 54 hours in a semester

Course Outline and Timeframe

| Week | Topics |
|------|--|
| 1 | Communication processes, principles, and ethics |
| 1 | Communication and globalization |
| 2 | Local and global communication in multicultural settings Varieties and registers of spoken and written language |
| 2 | Evaluating messages and/or images of different types of texts reflecting different cultures 1. What is the message? 2. What is the purpose of the message? 3. How is the message conveyed by the text and/or image? |

Page 2 of 3 Purposive Communication