TABLE OF CONTENTS

	UNIT 1 - THE BASICS OF COMMUNICATION	
IMPO	RTANT WORDS TO KNOW	1
CHAP	PTER 1 COMMUNICATION IS IMPORTANT	
	COMMUNICATION IN YOUR LIFE	
	VERBAL COMMUNICATION	3
	NONVERBAL COMMUNICATION	
	GOOD COMMUNICATION IS FUN	5
	WHY LEARN ABOUT COMMUNICATION?	6
СНАР	PTER 2 THE PROCESS OF VERBAL COMMUNICATION	
	THE BRAIN	7
	NONVERBAL SYMBOLS	3
	MAKING SOUNDS	
	TALKING CLEARLY	
	HEARING PROBLEMS	11
CHAP	PTER 3 LISTENING IS IMPORTANT	
	HEARING AND LISTENING	12
	LISTENING IS NOT EASY	
	BE AN ACTIVE LISTENER	
	YOU DECIDE	15
	ON THE JOB	16
	UNIT 2 - COMMUNICATION WITH OTHERS	
	RTANT WORDS TO KNOW	17
CHAP	PTER 4 MAKING SMART CHOICES WHEN TALKING	
	TALKING WITH OTHERS	
	WORDS HURT	
	NOT JUST WORDS	
	TALKING ON THE PHONE	21
	COING ON AN INTERVIEW	22

CHAPTER 5 HOW GROUPS CAN MAKE GOOD CHOICE	S
TALKING IN GROUPS	
MAKING DECISIONS	
COMFORT	
ALL FOR ONE, AND ONE FOR ALL	
PLANNING A DISCUSSION	
CHAPTER 6 TALKING IN FRONT OF OTHERS	
SPEAKING LIKE A PRO	
GETTING READY TO SPEAK	
YOUR BODY	
WHAT HAPPENS IF?	
YOUR VOICE	
UNIT 3 - GETTING READY FOR PUBLI	C SPEAKING
IMPORTANT WORDS TO KNOW	
CHAPTER 7 BEING CONFIDENT	
STAGE FRIGHT	
BEAT STAGE FRIGHT	
SPEAKING IN PUBLIC	
THE SPEECH CRITIC	
PUBLIC SPEAKING EVERY DAY	
CHAPTER 8 PREPARE YOUR SPEECH	
PREPARE YOUR TALK	
FIND A TOPIC	40
LEARN ABOUT YOUR TOPIC	
OUTLINE YOUR TALK	42
WRITE AN OUTLINE	43
CHAPTER 9 SPEAK CLEARLY	
WRITING AND SPEAKING	
HELP YOUR AUDIENCE	
CLEAR SENTENCES	
MAKING SPEECH FUN	

MAKING SPEECH EXCITING	48
UNIT 4 - KINDS OF SPEECHES	
IMPORTANT WORDS TO KNOW	49
CHAPTER 10 SPEECHES THAT INFORM	
INFORMATIVE SPEECH	50
WHAT IS YOUR TOPIC?	
GET A SPECIFIC TOPIC	
VISUAL AIDS	
WRITING THE SPEECH	
CHAPTER 11 SPEECHES THAT PERSUADE	
PERSUADE PEOPLE	
HOW THE AUDIENCE FEELS	
BE REAL	
THE FACTS	
BE A DETECTIVE	
CHAPTER 12 SPECIAL KINDS OF SPEECHES	
HONORING PEOPLE	60
WINNING	
KEYNOTE SPEECHES	
MAKING PEOPLE LAUGH	
SELLING	
UNIT 5 - FORMAL COMMUNICATION	
IMPORTANT WORDS TO KNOW	65
CHAPTER 13 DEBATES	
DEBATE	
A DEBATE AT SCHOOL	
THE LINCOLN-DOUGLAS DEBATES	
BEING A LAWYER	69
ROBERT'S RULES.	

CHAPTER 14 PUBLIC MEETINGS
HAVING A MEETING71
THE CHAIR
VOTING
MAKING A MOTION74
WHAT ELSE?
CHAPTER 15 COMMUNICATING TO LARGE GROUPS
MASS COMMUNICATION
THE TELEGRAPH
RADIO78
TELEVISION
MASS MEDIA80
UNIT 6 - COMMUNICATION BECOMES A PERFORMANCE
IMPORTANT WORDS TO KNOW
CHAPTER 16 TELLING STORIES
STORYTELLING
FABLES
FAIRY TALES
AMERICAN LEGENDS85
MYTHS
CHAPTER 17 DRAMA AS COMMUNICATION
DRAMA87
DRAMA BASICS88
SHAKESPEARE89
ORGANIZING A PLAY90
ACTING IN A PLAY
CHAPTER 18 FAMOUS SPEECHES
ABRAHAM LINCOLN'S GETTYSBURG ADDRESS92
JOHN F. KENNEDY'S INAUGURAL ADDRESS
IMPORTANT WORDS AND MEANINGS97

VERBAL COMMUNICATION

One kind of communication is verbal communication. Verbal communication means "using words."

Talking is verbal communication. Writing is verbal communication too.

Words stand for the ideas in your mind. When you talk to your friends, you send your ideas to them with words. This is called speech communication.



The Game: Check the verbal communication. 1. □ girl talking on the phone 2. □ boy eating a hamburger 3. □ radio DJ tells the name of a song 4. □ teacher tells how to do math 5. □ police signals with his hand to stop 6. ☐ football score reads "home 6, visitor 0" 7. □ sign that reads "Chips \$1.00" 8. □ you calling for your dog 9. □ boy riding a bike 10. ☐ teens fixing a sandwich



What is one kind of verbal communication?

TALKING ON THE PHONE

Talking on the phone is a lot of fun! It's easier than going to your friend's house to talk. Using words like "hello" and "please" show courtesy.

Social Rules for Talking on the Phone

- Call at times when you won't disturb the family. Don't call too early or late at night.
 Don't call at mealtimes.
 - Joe Castro. May I please speak
- Always say who you are. "Hello. This is Joe Castro. May I please speak with Maya?"
- Don't talk too long. Someone else may need to use the phone.
- Business calls should not be long. Speak clearly and tell the reason for your call.
- Be polite.

The Game: Check the sentences that show courtesy.			
1. ☐ Hello! This is Mary Smith.			
2. □ What's up, Anna?			
3. ☐ Thank you.			
4. ☐ Good morning. My name is Ben Kelly. May I speak with the person in charge of new phone service? Thank you.			
5. ☐ I know it is your dinner time, so I will let you go now. Thank you.			



What is one rule for talking on the phone?

LINO

THE LINCOLN-DOUGLAS DEBATES

Abraham Lincoln and Stephen A. Douglas held seven debates when they were running for U.S. Senate. This was in Illinois in 1858. They debated on the issue of slavery. At each debate, each man talked for an hour and a half!

Douglas said that each state should decide to have slavery or not. Lincoln viewed slavery "as a moral, social, and political evil." Lincoln won more votes from the people, but Douglas won more areas. Douglas became the Senator. However, because Abraham Lincoln was such a powerful speaker, he was asked to run for President.



FYI: President Lincoln was a lawyer.

The Game: Answer the questions. 1. What was the subject of the debates? 2. Did Lincoln and Douglas agree with each other? _____ 3. What office were they running for? 4. Where did the debates take place? 5. Who won the election? 6. How did the debates help Lincoln become president?

HAVING A MEETING

If you are planning a meeting, use these rules:

- ✓ Tell each member when and where the meeting will take place. This is a notice.
- ✓ Make sure there are enough members at the meeting to decide about the issues.



✓ Follow an agenda. An agenda is the list of things to be discussed.

Spanish Club Meeting April 15th, 3:15 p.m., Mrs. Sosa's Classroom

- 1. Call to order
- 2. Read and approve the minutes of the April 10th meeting
- 3. Treasurer's report
- 4. Club trip committee report
- 5. New business
- 6. Announcements
- 7. Closing

The Game: Look at the agenda. Number the sentences in the correct order.				
1. Tell people to sit down, because the meeting is starting				
2. Maria tells how much money is in the bank account for the Spanish Club				
3. Ty reads the minutes from the last meeting				
4. Janie reports that the club has a date for the trip to the Mexican restaurant				
5. The next meeting will be held on May 5th				
6. Ty had new business. The meeting room changed to room #15				
7. Everyone left				

ACTING IN A PLAY

It is fun to act in a play!

First, you go to a tryout session and read something from the play. The director will tell you if you are picked to be an actor.

Next, you have to learn your lines. Then, you go to rehearsals (practices). The director shows the actors how to move on the stage and tells them how to act and speak better. A dress rehearsal is fun because it is the first time you get to wear your costume and make-up during a practice.



Opening night is exciting. You finally get to perform the play for an audience!

The Game: Read the story. Answer the questions.

Romeo and Juliet is a play about two teenagers who fall in love. Their families are rich. But their families are enemies, so Romeo and Juliet are not allowed to see each other. Romeo and Juliet run away and get married. Then, they go back to their homes. They want to meet later. Juliet takes a drug and pretends to die. She plans to wake up after the funeral and find Romeo. Romeo hears that she is dead. He goes to her and is so sad that he kills himself. Then, Juliet wakes up and sees Romeo lying dead next to her. She is heartbroken and kills herself too.

1. Who are the main characters?	_ and
2. Is this a tragedy or comedy?	-
3. Which character would you like to play?	
4. What kind of costume would you wear?	



Would you like to act in a play? ____ A comedy or a tragedy?