

A. Personal language -is used to express one’s own thoughts, feelings, and experiences. It often includes first-person pronouns like I or my and focuses on the speaker’s inner world. This type of language is reflective and subjective. It's common in journals, autobiographies, and personal speeches.

Example: “I was really proud of myself after finishing the project.”

Situation: Writing a personal essay or telling a story about your life.

B. Interpersonal Language

Interpersonal language is used for social interaction and communication with others. It involves greetings, polite expressions, questions, and responses that help build relationships or complete tasks together. It can be formal or informal, depending on the context. This language supports connection and cooperation.

Example: “Could you help me understand this part of the lesson?”

Situation: Working with a group or speaking in a meeting.

C. Tone: Describes how tone conveys emotion or attitude in communication.

Tone of Language refers to the emotional quality or attitude conveyed in communication. It can affect how a message is interpreted, based on word choice, pitch, and context.

Tone can be formal or informal, friendly or serious, aggressive or polite, etc. The tone depends on the relationship between the speaker and the audience, the setting, and the purpose of communication.

Examples:

Formal Tone:

Example: "I would like to express my gratitude for your assistance."

Situation: Used in professional settings or official correspondence.

Informal Tone:

Example: "Hey, thanks for helping me out!"

Situation: Used in casual conversations with friends or family.

Friendly Tone:

Example: "I'm so happy to see you! How've you been?"

Situation: Used in relaxed settings, showing warmth and affection.

Serious Tone:

Example: "This is a critical issue that requires immediate attention."

Situation: Used in professional or urgent contexts

D. Personal Context: Describes the informal language, commonly used in close and casual relationships. Personal context involves communication centered on an individual’s thoughts, emotions, experiences, or opinions. I .

Example: "I'm excited to start my new job next week."

Situation: Used when sharing personal updates or feelings with a friend or family member.

E. Interpersonal Context: Describes more formal communication used in professional or intimate settings.

- Interpersonal context refers to communication used in formal or personal settings, like the workplace or close relationships.
- It is more structured than casual language and typically reflects respect or politeness.
- This type of communication helps maintain and strengthen relationships by balancing clear information with emotional sensitivity.

Example:

• A student asking a professor for an extension on a project might say: “Good afternoon, Professor. I hope you are doing well. I wanted to ask if it’s possible to get an extension on the project deadline. I understand if not, but I would appreciate your consideration.”

Intrapersonal Communication- the act of having an internal dialogue with yourself, in other words, “self-talk.”

The teacher may add more discussions depending on the learning needs of its students and provide more real-life examples for easier understanding of the concept.

Real-life examples where intrapersonal communication maybe involved:

- Deciding whether to run as a student government officer or just stay as a regular student
- Feeling angry after an argument and trying to understand why.
- Practicing a speech in your head or thinking through how to answer potential questions.
- Witnessing a classmate doing something wrong and deciding whether to report it.
- Mapping out your academic goals for the next 6 months.

Journal Types/ Journaling Techniques

Journaling is a tool for personal growth. It boosts creativity and enhances the processing of thoughts and feelings that may lead to tracking life’s goals and progress. The teacher will introduce the various types of journals or journaling techniques to students, giving them windows as to the various options they may choose when starting to write their own journals.

Types of Journals:

- *Reflective Journal*- is a self-reflection journal—helping you process events, deepen understanding, and grow personally or professionally.
- *Gratitude Journal*- a personal journal where you regularly write down things you’re thankful for.
- *Dream Journal*- a personal record where you write down your dreams after waking up
- *Art Journal*- s a creative, personal space where you combine visual art and written expression to explore thoughts, feelings, experiences, or ideas.
- *Travel Journal*- is a personal record of your journeys and adventures, where you document your experiences, thoughts, emotions, and observations during a trip.
- *Food Journal*- is a personal record where you track what you eat and drink each day, often along with related details like time, portion sizes, mood, or physical symptoms.
- *Health & Wellness*- is a personal log where you track various aspects of your physical, mental, and emotional well-being. It helps you monitor habits, set goals, and reflect on your overall health journey to improve balance and self-care.

Privacy Protection Strategies

The importance of safeguarding oneself online is such a vital move that should be inculcated into the minds of the learners these days. The teacher, through direct instruction will define what is online safety and data privacy to students. There are also some fact sheets to be distributed/downloaded for students’ reference.

Key terms:

Online Safety- protecting oneself and others while using the internet and online platforms.

Data Privacy- is the principle that a person should have control over their personal data, including the ability to decide how organizations collect, store and use their data.

Online Presence- refers to how visible and accessible a person or brand is on the internet, encompassing all digital interactions like websites, social media, and search engine listings.

Art journaling is a creative and expressive form of journaling that combines visual art and words to document thoughts, feelings, ideas, and experiences.

They can do the activity through drawing, painting, collage, stamping, photography, and other artistic mediums.

- **Self-awareness:** Understanding one's own emotions, strengths, weaknesses, and values.

- **Personal values:** The beliefs and principles that guide an individual's life and choices.
- **Personal goals:** Aspirations and objectives that an individual strives to achieve.
- **Personal identity:** An individual's sense of who they are and how they fit into the world.
- **Mental health:** The overall well-being of an individual's emotional and psychological state.
- **Self-care:** Activities that promote an individual's physical, mental, and emotional well-being.

Example of Interpersonal Topics

- **Communication:** The exchange of information, ideas, and emotions between individuals.
- **Conflict resolution:** The process of managing and resolving disagreements and disputes between individuals or groups.
- **Empathy:** The ability to understand and share the feelings of others.
- **Teamwork:** The collaborative effort of a group of individuals to achieve a common goal.
- **Leadership:** The process of influencing and motivating others to work towards a shared goal.
- **Negotiation:** The process of two or more parties discussing a matter in order to reach an agreement.
- **Networking:** Building relationships and connections with others for personal or professional purposes.
- **Building relationships:** Establishing and maintaining connections with others, including family, friends, and colleagues

CONVERSATION STRATEGIES:

Conversation strategies are techniques or tactics used by speakers to manage, maintain, and negotiate interactions effectively during communication. These include turn-taking, clarifying, asking for repetition, agreeing or disagreeing politely, and giving feedback, among others. - *Richards, J.C., & Schmidt, R. (2010). Longman Dictionary of Language Teaching and Applied Linguistics. Pearson Education Limited.*

1. Turn-taking – knowing when to speak or let others speak.

Example Statement: ‘Let’s hear him out first”, “Go ahead”, “You may speak after I finish”

2. Active Listening – showing attentiveness through nodding, eye contact, and body language

Example Statement: “I see what you mean.”, “That’s interesting.”

3. Feedback-giving – offering comments like “I agree” or “That’s a good point” (Non-verbal: thumbs-up, clapping)

Example Statement: “That’s a strong argument.”

4. Asking for Clarification – Asking for an explanation. Gestures of confusion, like scratching the head.

Example Statement: “Sorry, could you explain what you mean by that statement?”

5. Asking for Repetition – mimicking or ear-cupping gesture.

Example Statement: “Would you mind repeating the last part?”

6. Interrupting politely – raising a hand gently or saying excuse me.

Example Statement: “Sorry to interrupt, but may I add something?”

7. Showing agreement – smiling and nodding,

Example Statement: “I agree.”, “I have the same idea.”

8. Disagreeing politely – shaking head with a calm facial expression.

Example Statement: “I get your point, but I have a different opinion.” “That’s interesting, but I have another idea.”

9. Summarizing - Retelling what someone said in a shorter form.

Example Statement: “In other words...”, “So what you are saying is?”

10. Asking Questions: 5Ws and 1H - Basic question starters for asking questions and especially follow-up questions.

Example Statement: “Why do you think...?”, “How did you know?”

POLITENESS MARKERS:

Politeness markers are expressions that indicate awareness of another person's face needs. They often appear in the form of indirect language, modals, or softening phrases to mitigate imposition or disagreement. - *Yule, G. (1996). Pragmatics. Oxford University Press.*

1. “Could you...?” - This softens the request and makes it sound less like an order.
2. “I was wondering if...” - We normally use this expression in spoken English to ask someone politely for help.
3. “Do you mind if...?” – It is a great way to ask for permission.
4. “Pardon me” – It is a polite expression often used to ask someone to repeat what they said.
5. “I would love to, but...” – It is a polite way to say "no".

