



APRIL 27-30, 2020

LESSON 7

Topic: The Discipline of Social Work

Sub-Topic: Methods and Tools in Social Work

Tools in Social Work

The use of certain tools is necessary to facilitate the achievement of the goals and objectives set by the worker with the client in the helping relationship.

Tools Entails Technical Know-How from The Social Work Practitioner

1. *Interview* is a face to face interaction or meeting between two or more persons.

Effective Interview	Helpful Tips When Conducting Interview
1. Skill in relating with the interviewee	1. Prepare for the interview
2. Skill in observing the Interviewee	2. Always start by making the client feel comfortable
3. Skill in listening	3. Use your intuition or “sixth sense”
4. Skill in asking questions	4. Be conscious of time
5. Skill in answering personal questions	5. Do not rush into direct action or help without fully understanding the client’s situation
6. Interpreting the Client’s response	6. Interview should have proper deportment (Mendoza, 2002)

2. *Communication* is a method by which a source purposively conveys messages directly with a receiver.

Important Elements of Communication

Sources	Message	Channel	Receiver	Feedback
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3. *Records* is to keep track and monitor progress of the clients, the importance of keeping records is to Be able to identify the clients being served.

a. Intake Forms	g. Case Conference Reports
b. Summary Records	h. Home Visitation
c. Survey Records	i. Periodic Evaluative Summaries
d. Case Study	j. Final Evaluative Statement
e. Summarized Process Recording	k. After Care Reports
f. Progress Notes/Reports	l. Closing summary

4. *Community Resources* the programs and services offered by different agencies and organizations.
5. *Program/Program Activities* the term refers to everything that happens in the life of the group or activities that entails a certain amount of definite planning on the part of the group or the worker or both. (Mendoza, 2002)
6. *Ecological Map* (ECO-MAP) this tool depicts the family or individual in the life space and allows us to see the client not as an isolated entity for study but as a part of a complex ecological system.

**Activity 1**

Directions: Complete the table below. Assume that you are a social worker, how would you handle these questions.

Questions	Social Work
1. What do you desire to accomplish as a social worker?	
2. Our institutions help women who are experiencing abuse. What interest you to serve those women?	
3. Tell me about the hardest case you worked on.	
4. What is the biggest contribution in your fieldwork?	

**Activity 2**

Directions: What type of clients do you find the most difficult to handle? Choose three clients and explain your reasons into 3-4 sentences.

1. Battered wife	5. Mental disorder	9. Poverty	12. Youth violence
2. Child abuse	6. Racism	10. Domestic violence	13. Drug abuse
3. Juvenile delinquency	7. Malnutrition	11. Depress individual	14. Gender discrimination

**Activity 3**

Directions: Construct 5 questions that will serve as your guide to interview one of your oldest or youngest siblings. The questions must be related to his or her Enhanced Community Quarantine experience.

Fruitful Questions	Answers
1.	
2.	
3.	
4.	
5.	



# LA IMMACULADA CONCEPCION SCHOOL

SENIOR HIGH SCHOOL

11<sup>th</sup> GRADE – DIASS

**APRIL 27-30, 2020**

## **LESSON 8**

**TOPIC: The Discipline of Communication**

**SUB-TOPIC: Communication**

### **Communication**

- It has been called the most practical of the academic disciplines.
- It is a process by which message is moved or transmitted from one point to another.
- It is the process of passing information and understanding from one person to another.
- It is the root of the word “communication” in Latin is *communicare*, which means to share, to make common.
- It is the exchange of meaning between individuals through a common system of symbols.

-I.A. Richards

### **Methods of Communication**

<b>VERBAL</b>	<b>NONVERBAL</b>	<b>WRITTEN COMMUNICATION</b>
<ul style="list-style-type: none"><li>- Communicating with spoken words.</li><li>- Referred to as oral communication.</li></ul>	<ul style="list-style-type: none"><li>- Process of generating meaning using behavior other than words.</li><li>- It includes body language (gestures, facial expressions, eye contact)</li><li>- Paralanguage (pitch, volume, speech rate, accent, etc.)-Jones,2013</li><li>- It used to complement verbal messages, emphasize verbal messages, replace verbal messages, and contradict verbal messages.</li><li>-Verderer,'94</li></ul>	<ul style="list-style-type: none"><li>- It is a method of communication that makes use of written symbols, such as a standard script.</li><li>- Example of written communication include letters, e-mail, reports, and memos, among others.</li></ul>

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### **Activity 1**

Directions: Compose a short-spoken poetry describing your experience at home during enhanced community quarantine. Write your spoken poetry on one whole sheet of pad paper.

### **Activity 2**

Directions: Make a thank you letter to your parents or guardian based on written communication. (10 sentences). Write your letter on one whole sheet of pad paper

### Activity 3

Directions: Describe the meaning of the given nonverbal communication below.

NONVERBAL COMMUNICATION	EXPLANATION
1. 	
2. 	
3.  <small>Download from freemove.com</small>	
4. 	
5. 	



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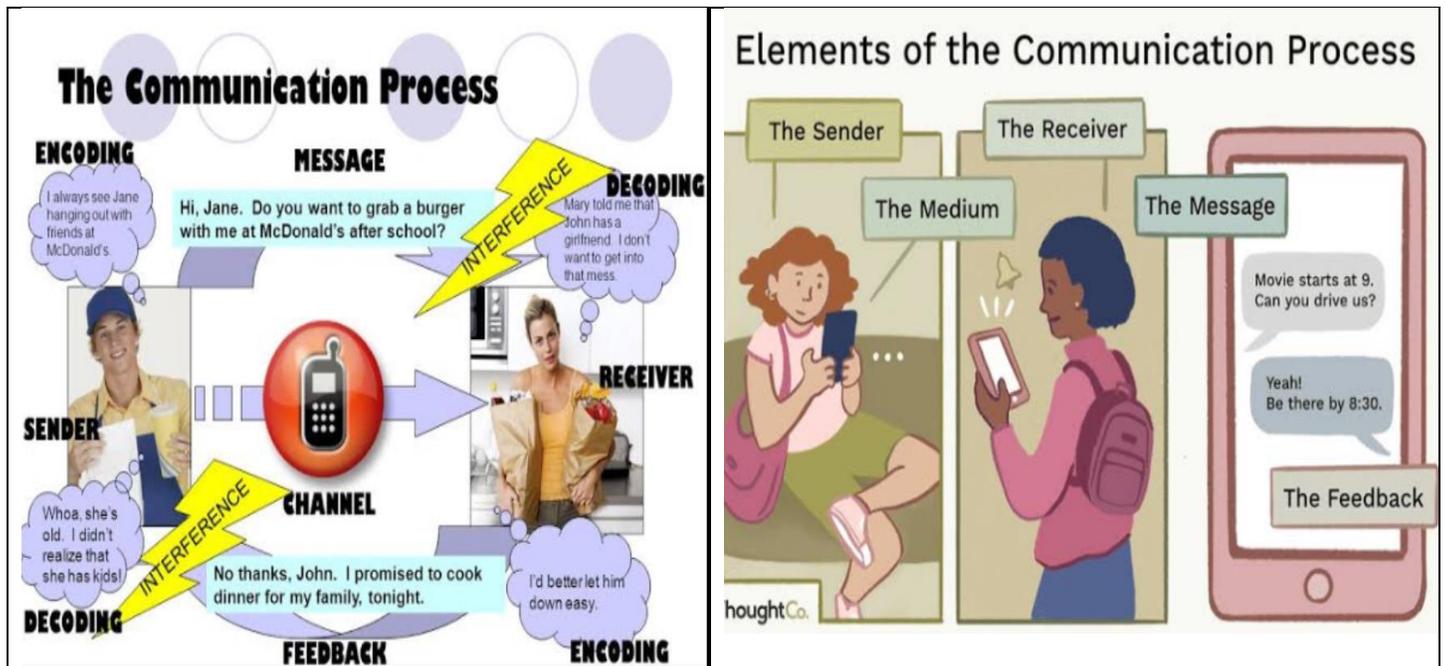
## LESSON 9

TOPIC: The Discipline of Communication

SUB-TOPIC: Elements of Communication

ELEMENTS OF COMMUNICATION	MEANING
<b>Message</b>	-It is encoded into symbol and communicated through verbal and nonverbal methods. -the ideas or meanings, expressed in verbal or nonverbal means, that is transmitted from the source to the source.
<b>Sender and Receiver</b>	-The sender decides what is to be communicated, encodes the ideas and feelings into verbal and nonverbal symbols, transmits the message through an understandable communication system. -The sender is also known as the encoder or source.
<b>Channel</b>	-Channel refers to the medium by which the message is transmitted from sender to receiver. -The medium, such as radio, used to transmit the message.
<b>Feedback</b>	Feedback refers to the information or signal sent back to the sender by the receiver through verbal or nonverbal means. Two kinds of feedback: positive and negative. A positive feedback encourages us to continue a behavior in progress. A negative feedback, on the other hand, gives us a cue to correct or stop a behavior.
<b>Context</b>	Context pertains to the setting or environment surrounding the communication transaction. This may be place, a time, an even, and even includes the social, cultural, and psychological condition of the communications.
<b>Noise</b>	Noise is anything that can distort the message. It is also known as interference. This can be anything that serves to distract the sender and receiver from achieving their intended communicative goal.
<b>Effect</b>	This consequence or result of communication, both positive and negative, is referred to as effect. This effect may be classified as cognitive, affective, or behavioral.

## Sample of Elements of Communication



April 30, 2020

### Activity 1 (continuation of Lesson 8)

Directions: Analyze the picture and answer the following questions below.

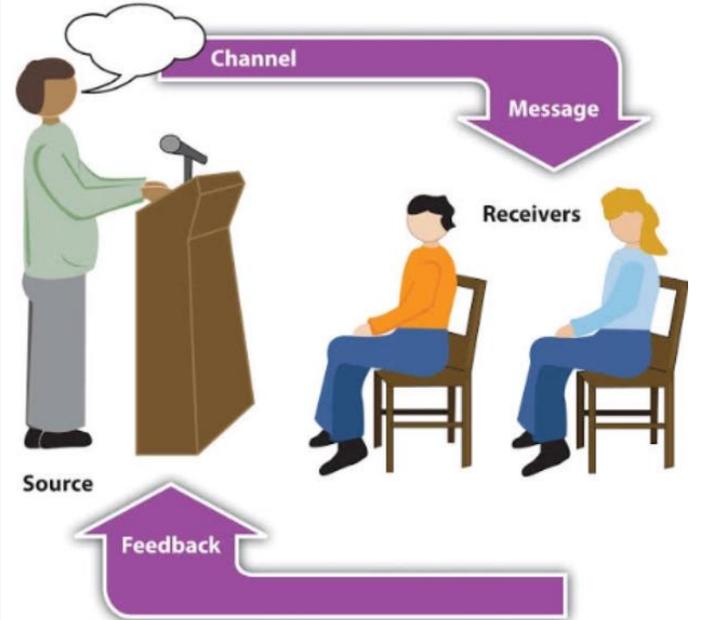
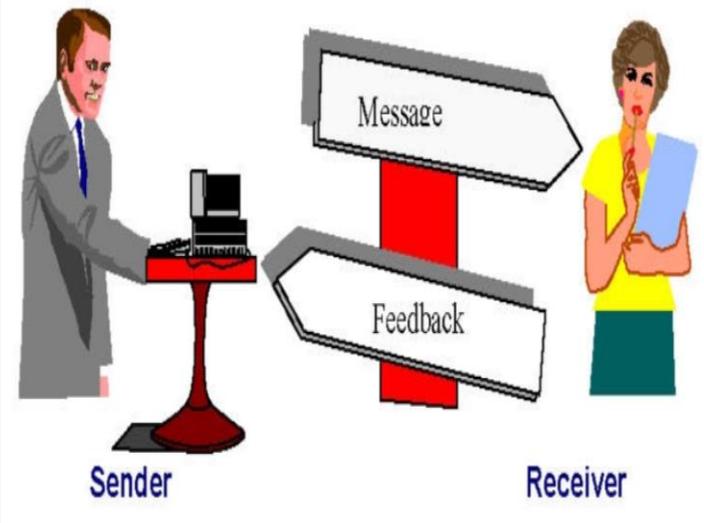


Questions:

1. Identify the elements of the communication process in the pictures.
2. Describe and explain the process of communication in the pictures.
3. What message/s could have been transmitted between the two?
4. Draw speech or thought bubbles to show the verbal and nonverbal messages being encoded in the communicative act. Explain your answer.
5. What are the most important elements of communication?

Activity 2

Directions: Interpret the following pictures based on the elements of communication.

PICTURES	INTERPRETATION
 <p>Presented by: Keron Roberts</p> <p>COMMUNICATION</p>	
 <p>Channel</p> <p>Message</p> <p>Receivers</p> <p>Source</p> <p>Feedback</p>	
 <p>Sender</p> <p>Receiver</p> <p>Message</p> <p>Feedback</p>	

Note: one whole sheet of yellow pad.