



## What Is This Module About?

Have you ever attended or conducted a meeting? It may have been an informal gathering in school or a more formal meeting at work or in the barangay.

Have you ever been interviewed or try to interview another person?

Attending meetings and conducting interviews are becoming more and more important activities undertaken by people involved in business, professional and other undertakings that require meetings of the minds and agreements. There are meetings in the barangay, assembly meetings of local cooperatives, meetings of homeowners associations or local residents, and meetings of work associations.

In order that meetings and interviews can be conducted efficiently, politely and in an orderly manner, different types of expressions are used. These expressions help to guide the flow of conversations and discussions among people in a meeting and between interviewer and interviewee. When we use appropriate expressions, we are able to have better and more productive meetings and interviews.

This module is divided into two lessons:

Lesson 1 – *Conducting a Meeting*

Lesson 2 – *Conducting an Interview*



## What Will You Learn From This Module?

After completing this module, you should be able to:

- ◆ use appropriate expressions in a meeting; and
- ◆ use appropriate expressions when conducting an interview.



## Let's See What You Already Know

Before studying the module, try and answer the questions below to determine how much you already know.

Write the letter of the correct answer in the blank before each number.

- \_\_\_\_\_ 1. It is a group of people who gather at a particular place and time to discuss a matter or make a decision on an issue.
- a. interview
  - b. meeting
  - c. demonstration
  - d. speech
- \_\_\_\_\_ 2. The expression "I second the motion" means that you \_\_\_\_\_.
- a. reject a suggestion
  - b. offer a suggestion
  - c. support a suggestion
  - d. end the meeting
- \_\_\_\_\_ 3. "The motion is carried" means the suggestion is \_\_\_\_\_.
- a. approved
  - b. rejected
  - c. supported
  - d. set aside
- \_\_\_\_\_ 4. Which is the best and simplest expression to use to begin a meeting?
- a. "Shall we start the meeting?"
  - b. "The meeting will come to order."
  - c. "Everybody pay attention. The meeting is about to start."
  - d. "Keep quiet. We are about to start the meeting."

- \_\_\_\_\_ 5. A person who says “I move that we set the next meeting on July 1” is making a suggestion to \_\_\_\_\_.
- a. finish the discussion on that date
  - b. do not meet on that date
  - c. end the meeting on that date
  - d. meet on that date
- \_\_\_\_\_ 6. It is a method of exchange of certain ideas or opinions between two people through questions and answers.
- a. meeting
  - b. interview
  - c. speech
  - d. demonstration
- \_\_\_\_\_ 7. “I beg your pardon” is used if you want your interviewee to \_\_\_\_\_.
- a. apologize to you
  - b. request for a break
  - c. repeat what he said
  - d. stop talking
- \_\_\_\_\_ 8. “How do you feel about...” is asked to know the interviewee’s \_\_\_\_\_.
- a. opinion
  - b. basic information
  - c. knowledge of a certain topic
  - d. skill on a certain procedure

- \_\_\_\_\_ 9. If you are not sure if your interviewee wants to be quoted on a sensitive information he shared, you \_\_\_\_\_.
- a. won't tell him that he will be quoted
  - b. should ask if he could go on record with what he said
  - c. will not include what he said in your report
  - d. will give your own interpretation of what he said
- \_\_\_\_\_ 10. You can get specific answers by asking the interviewee to \_\_\_\_\_.
- a. repeat what he has said
  - b. interpret what he has said
  - c. move on to another topic
  - d. give examples

Well, how was it? Do you think you fared well? Compare your answers with those in the *Answer Key* on pages 36–37.

If all your answers are correct, very good! This shows that you already know much about the topic. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you got a low score, don't feel bad. This means that this module is for you. It will help you understand important concepts that you can apply in your daily life. If you study this module carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

You may now go to the next page to begin Lesson 1.

## Conducting a Meeting

We call a meeting when we want to create/generate ideas, share information, or make a group decision. In a formal meeting, like a barangay or parents' and teachers' meeting, certain expressions are used. Examples are "The meeting will please come to order" and "The motion is carried." Expressions like these help the flow of the meeting and give order to the activities and actions in the meeting.

After studying this lesson, you should be able to:

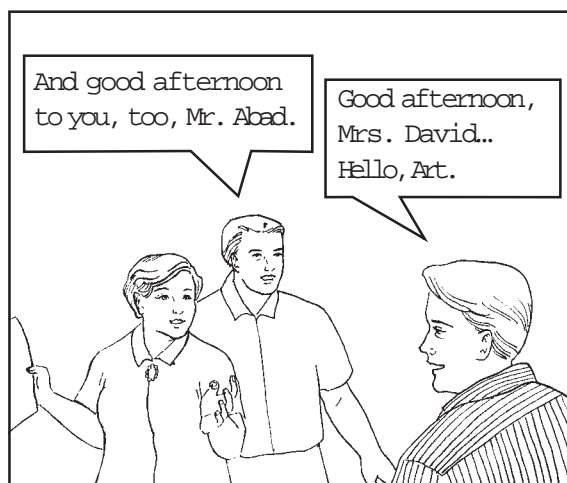
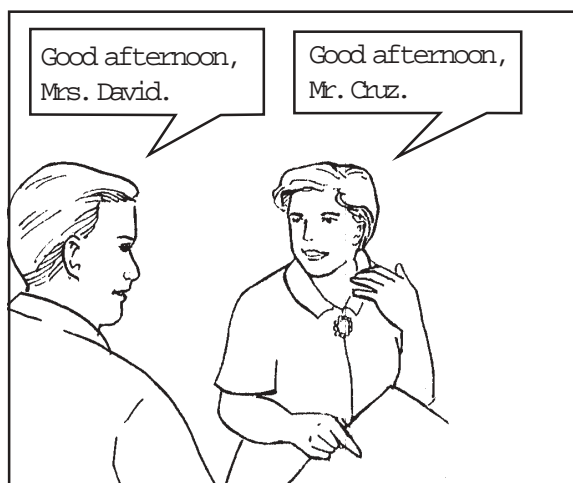
- ◆ explain the meaning of formal expressions used in a meeting; and
- ◆ use simple but appropriate expressions when conducting a meeting.

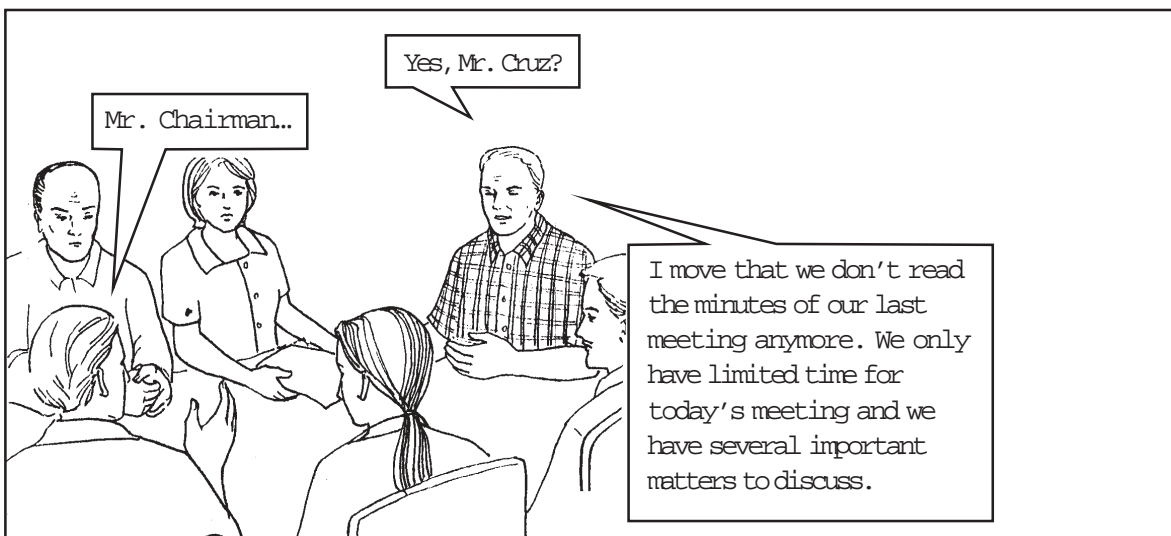
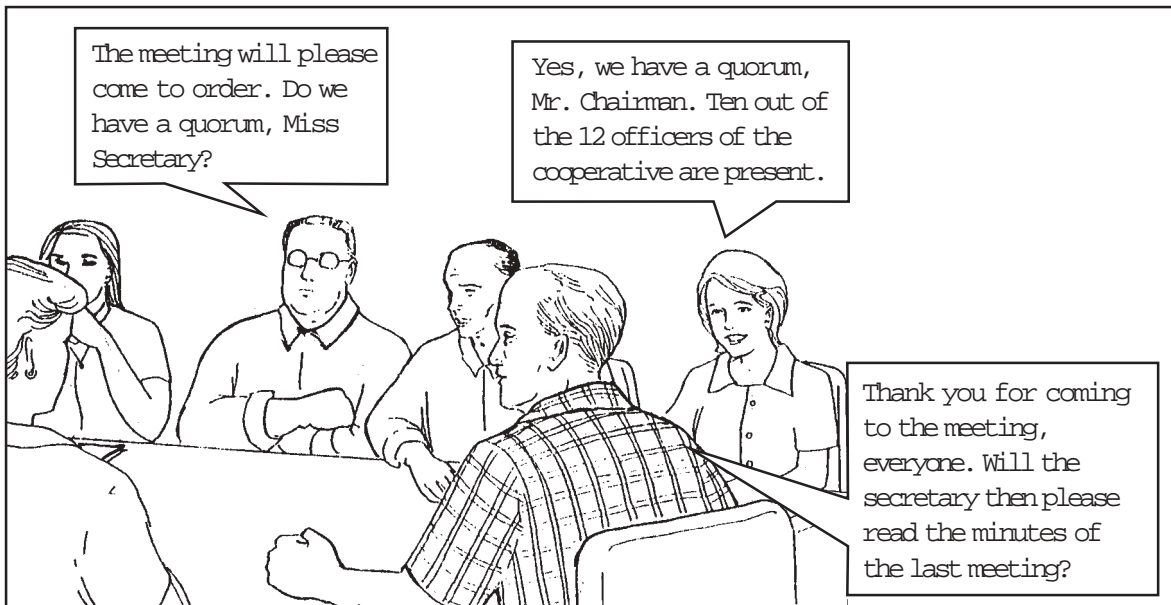
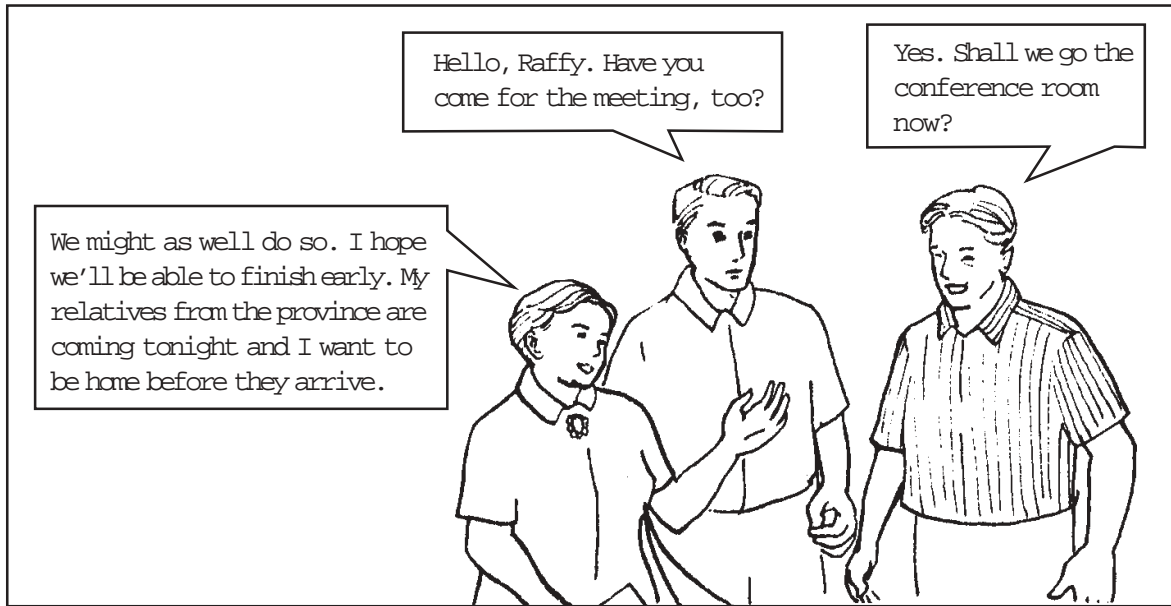


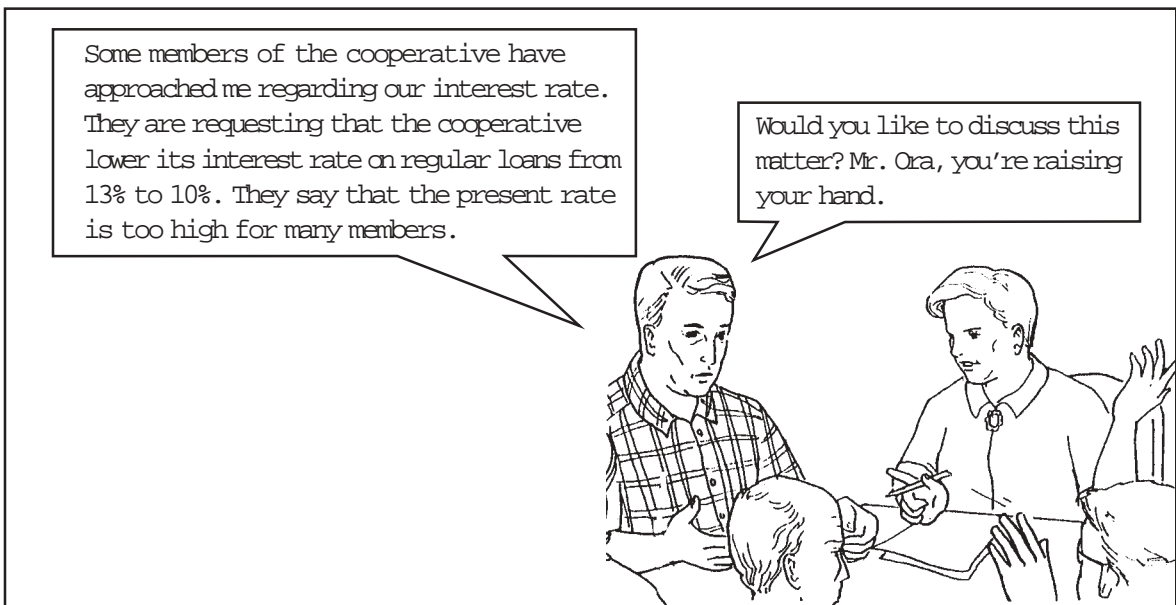
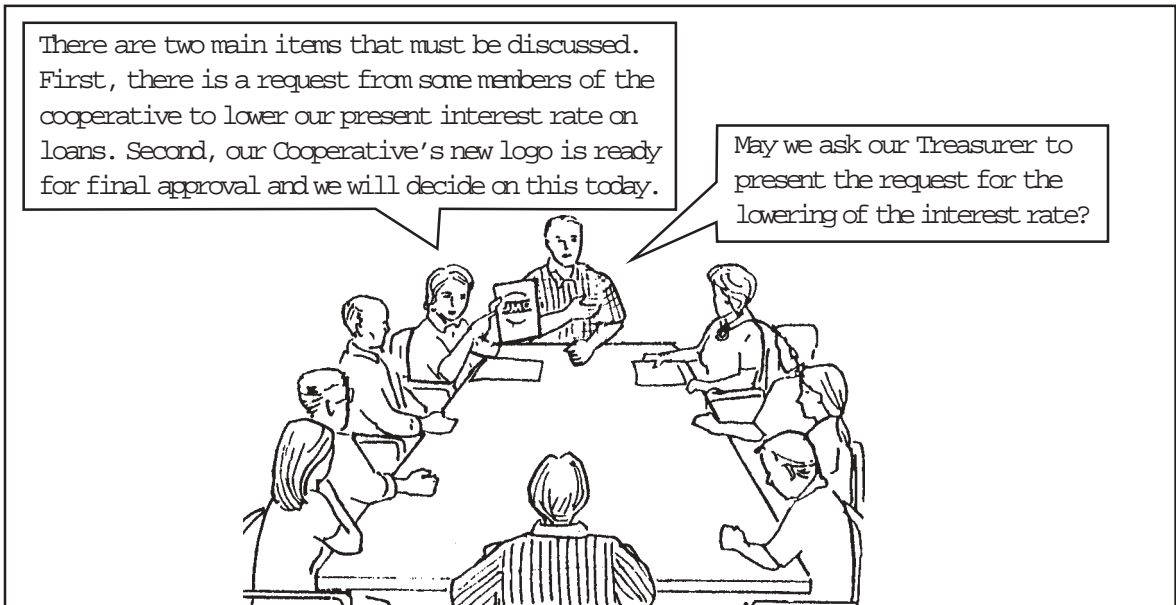
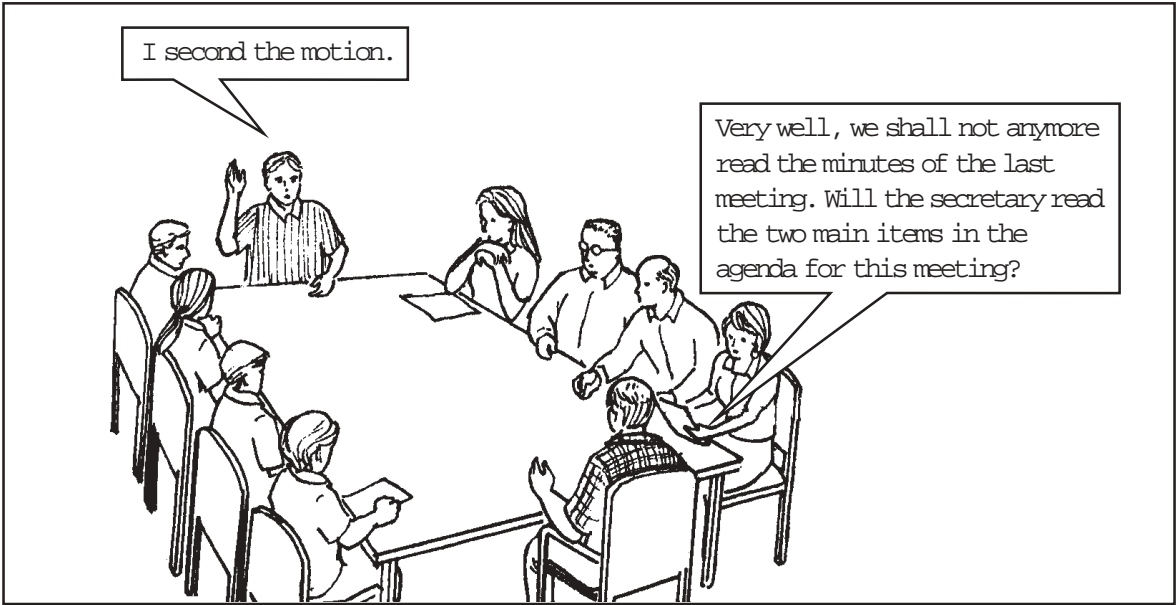
### Let's Listen to This

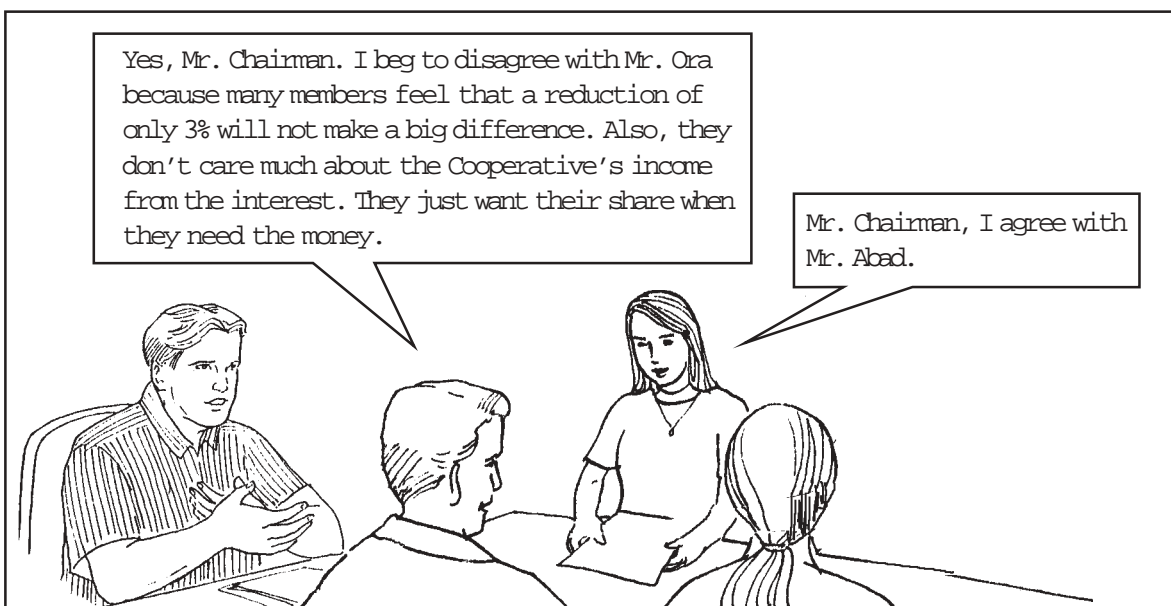
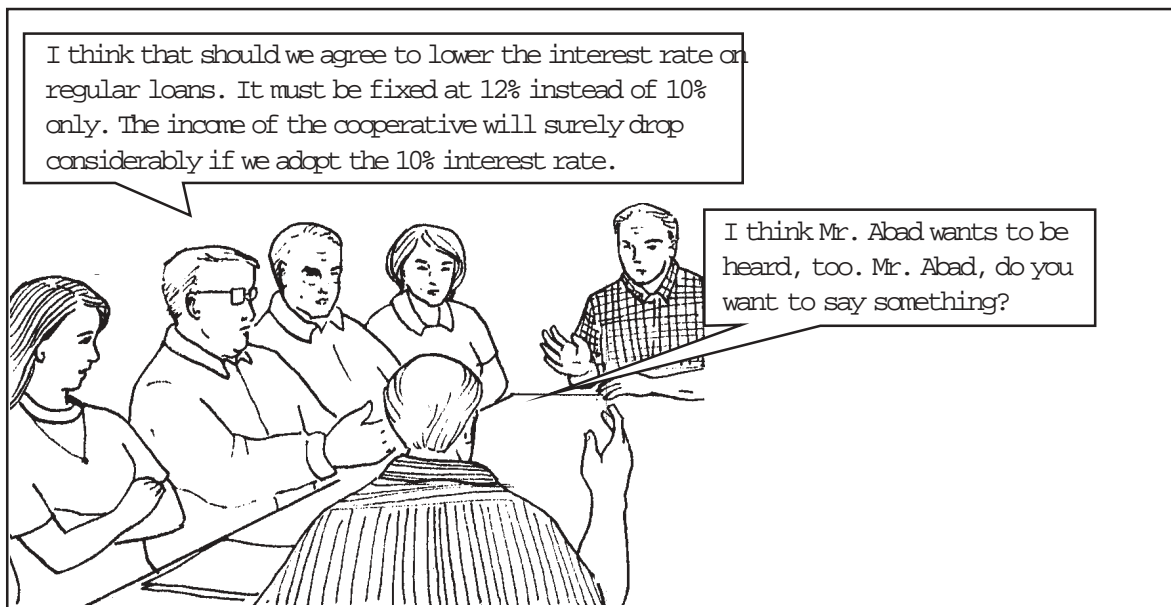
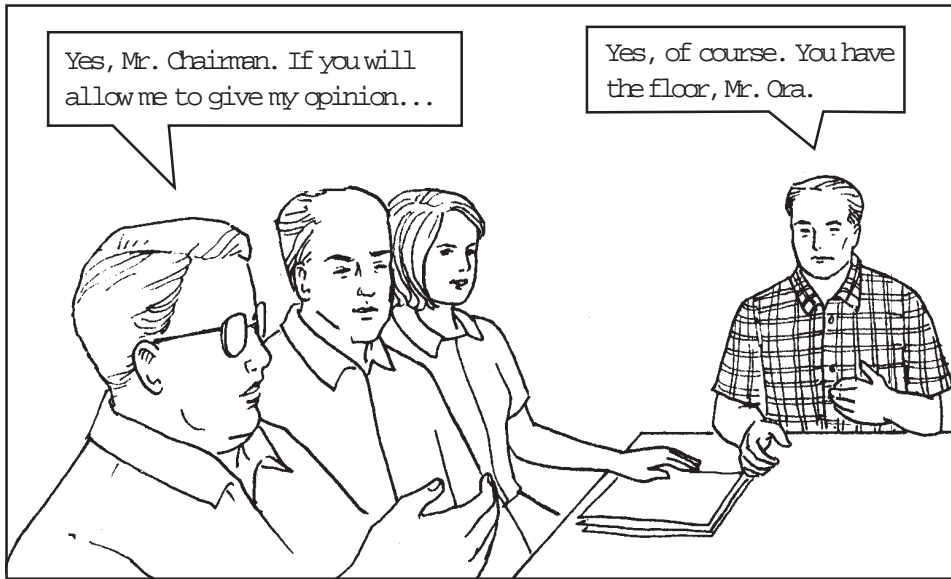
Get the audio tape titled "Can We Meet." Then listen to Tape Segment #1, Side A, which contains a dialogue on how certain expressions are used in a meeting. Listen carefully and take note of the expressions used in the meeting. If you do not have this tape, you can just read the dialogue below

The officers of the JMT Savings and Loan Cooperative are holding a meeting. They have two main items in the agenda: the lowering of their interest rates and the approval of the cooperative's new logo.

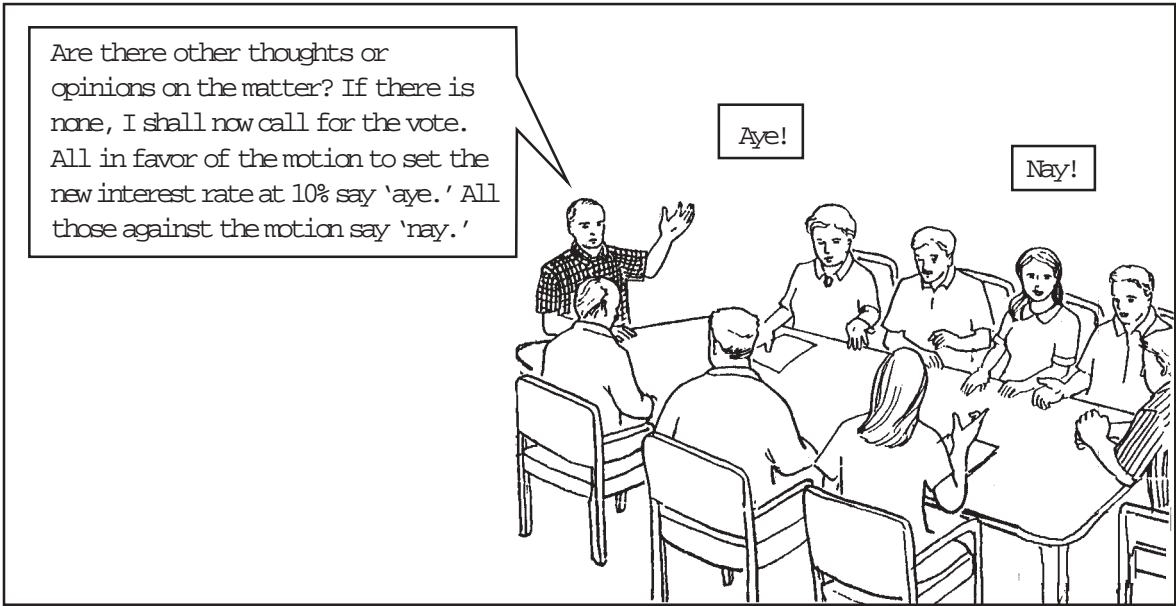








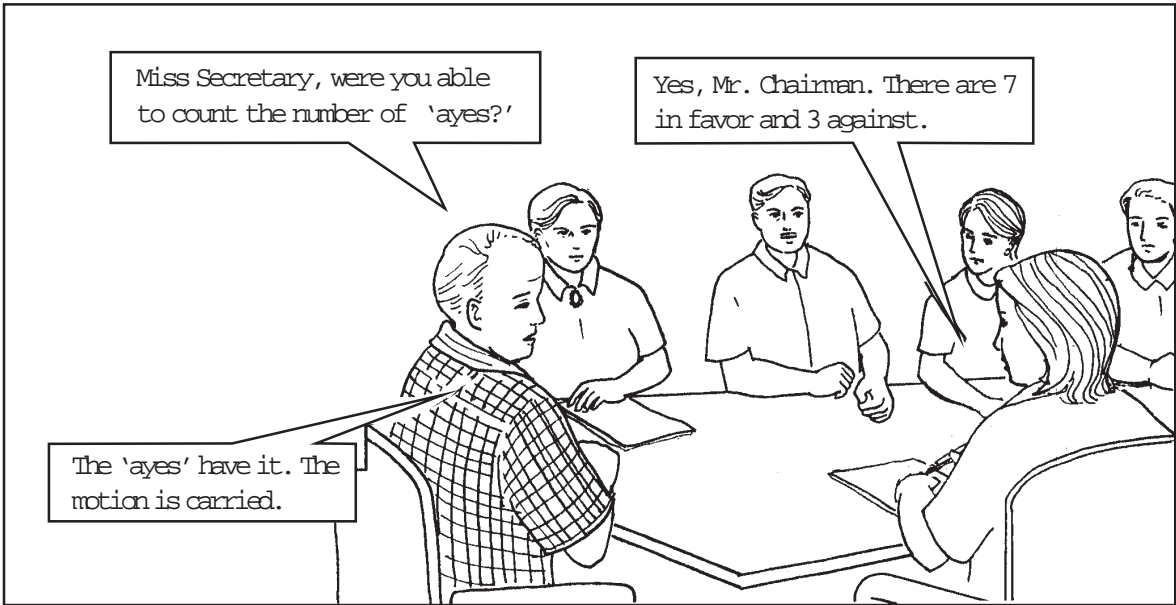




Are there other thoughts or opinions on the matter? If there is none, I shall now call for the vote. All in favor of the motion to set the new interest rate at 10% say 'aye.' All those against the motion say 'nay.'

Aye!

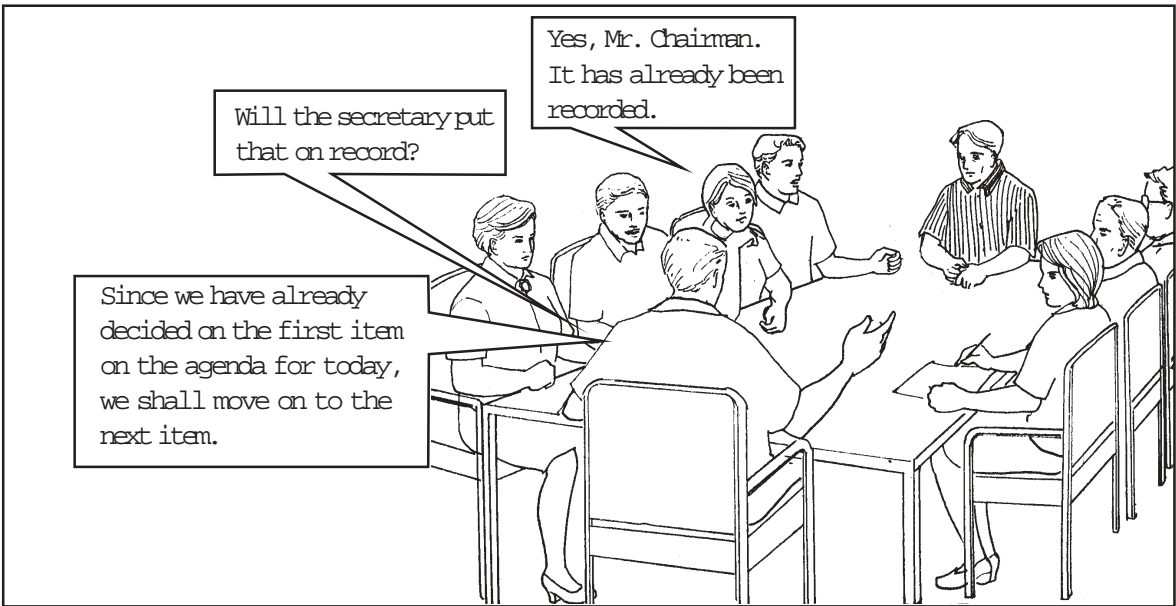
Nay!



Miss Secretary, were you able to count the number of 'ayes?'

Yes, Mr. Chairman. There are 7 in favor and 3 against.

The 'ayes' have it. The motion is carried.



Will the secretary put that on record?

Yes, Mr. Chairman. It has already been recorded.

Since we have already decided on the first item on the agenda for today, we shall move on to the next item.



## Let's Try This

In the meeting of the officers of the JMT Cooperative, several different expressions appropriate for a formal meeting were used. Were you able to identify them?

Listen to the tape and/or read the dialogue again and try to answer the following questions.

1. Write down the expressions used in the dialogue that you feel are part of the rules and procedures of a formal meeting.

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2. Compare your list of expressions with the expressions below. Were you able to identify all the expressions listed?

- a. The meeting will please come to order.
- b. Do we have a quorum?
- c. I move that...
- d. I second the motion.
- e. Is there any discussion on the matter?
- f. I shall now call for a vote.
- g. The motion is carried.
- h. Will the secretary put that on record?

Now try and write in simple words what you think each expression means. Write your answers in the second column of the table below.

Expression	Meaning
1. The meeting will please come to order.	
2. Do we have a quorum?	
3. I move that ...	
4. I second the motion.	
5. Is there any discussion on the matter?	
6. I shall now call for a vote.	
7. The motion is carried.	
8. Will the secretary put that on record?	

3. Have you attended a meeting where formal expressions were used? What other expressions do you know? Write them in the space below.

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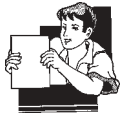


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Compare your answers with those in the *Answer Key* on pages 37–38.



## Let's Learn

In meetings, you don't have to be very formal with your expressions. What is important is that you make use of words that are appropriate, polite, simple and clearly understood by the people in the meeting.

The following are examples of formal expressions that have been simplified. Note that though the expressions in the right column are simple, they are still appropriate and their meanings are clear.

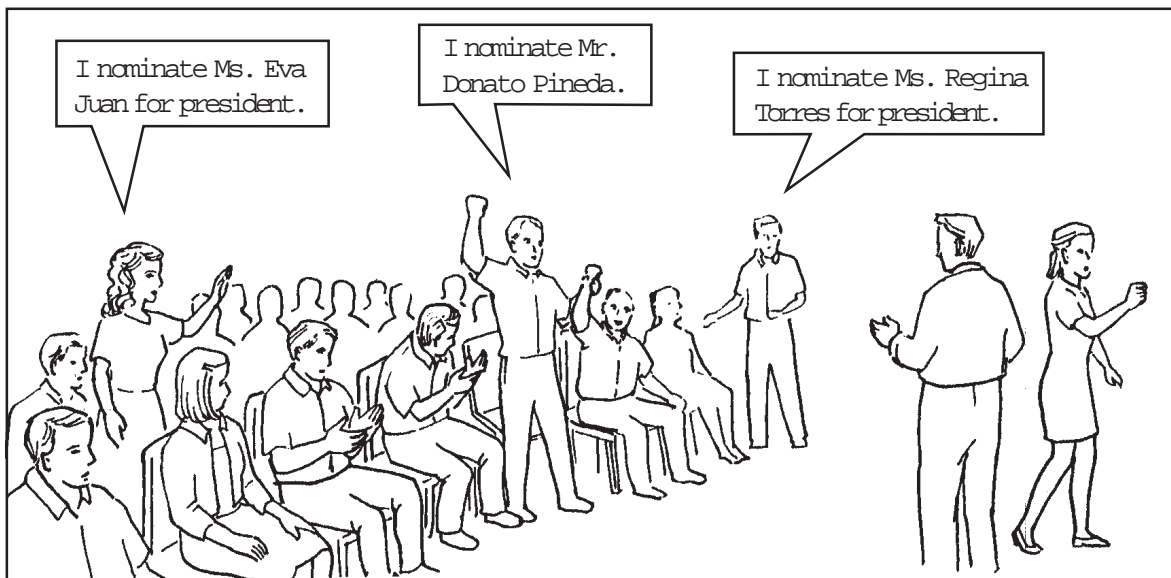
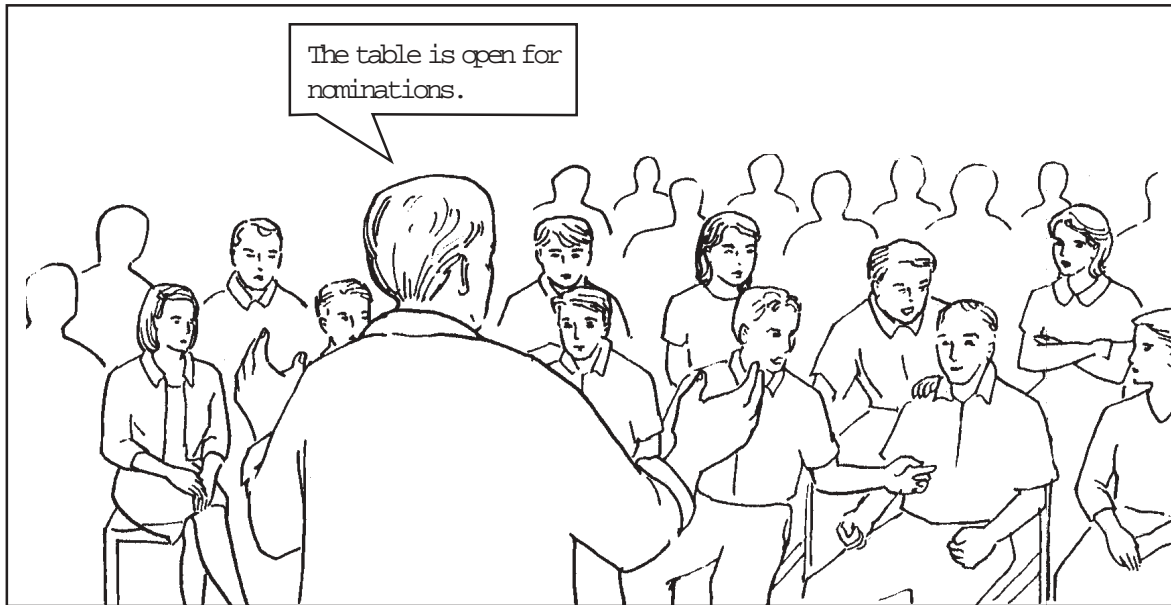
Instead of saying:	You can say:
<p data-bbox="225 703 513 786">The meeting will please come to order.</p> 	<p data-bbox="823 703 1018 786">Shall we start the meeting?</p> 
<p data-bbox="432 1128 722 1211">The order of the day will now be taken up.</p> 	<p data-bbox="804 1128 1058 1211">May we go on with the agenda?</p> 
<p data-bbox="284 1592 552 1675">Will the gentleman yield?</p> 	<p data-bbox="1054 1592 1230 1675">May I say something?</p> 

Instead of saying:	You can say:
 <p data-bbox="544 255 794 383">Is there any discussion on the motion?</p>	 <p data-bbox="836 255 1082 338">May I have your thoughts on this?</p> <p data-bbox="1123 315 1390 398">Can you share your views on the issue?</p>
 <p data-bbox="564 667 778 712">I move that...</p>	 <p data-bbox="1082 674 1321 719">I suggest that...</p>
 <p data-bbox="533 1077 719 1160">I second the motion...</p>	 <p data-bbox="863 1077 1018 1122">I agree...</p> <p data-bbox="1182 1122 1369 1167">I support...</p>

In an election of officers for an organization, however, formal expressions used in a meeting are still the most effective because of the following reasons:

- ◆ They protect and defend the group from actions or decisions that are hasty or not well thought of.
- ◆ They give each member an equal right to be heard.
- ◆ They help determine the decision or will of the majority of group members.
- ◆ They help make sure the election is conducted in an orderly manner.

Below are some expressions used in an election during a meeting.





## Let's Try This

When do you use the following expressions? What do they mean?

1. May I have your attention, please?

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2. Are there any suggestions? *or* I'm open to suggestions.

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3. May I say something?

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4. May I add to that?

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5. Shall we proceed? *or* Can we move on?

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6. Can we have a vote?

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7. Do we agree on this?

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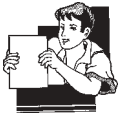
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8. The matter is decided.

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Compare your answers with those in the *Answer Key* on pages 38–39.



## Let's Learn

Sometimes, a meeting can be very disorderly. Since a meeting usually involves several participants with different personalities, a group leader or chairperson may have problems conducting the meeting smoothly. Here are expressions he/she can use for the given situations:

A participant is involved in side conversations, disturbing the meeting.

If you have an idea, why not share it with the group?

Should we add what you are discussing to the agenda?

What you're discussing appears to be very important. Maybe we can set up another meeting to discuss it.



A participant is not contributing to the discussion.

I'd like to hear from everyone in the group. Let each of us take turns sharing our ideas.



A participant talks too much.

Those were interesting comments. Now, if we could focus on agenda item number 2.

That's an interesting point. Now, let's see what the group thinks of it.







## Let's Try This



Try and attend a meeting where you can observe the use of formal meeting procedures and expressions. It may be a meeting of your barangay, a homeowners association, a local cooperative, a youth or women's group, or any group with formal officers, such as a president, secretary, treasurer, etc.

Discuss your observations and findings with your Instructional Manager, co-learners, friends or family members. Ask them about their experiences in formal meetings and expressions and procedures that they have used during the conduct of the meeting. You may also like to meet with other co-learners to practice conducting a formal meeting using role-plays with the assistance of your Instructional Manager. Afterwards, you can discuss among yourselves ways of improving or strengthening your use of formal meeting procedures and expressions.



## Let's See What You Have Learned

Find a simple expression appropriate to each situation below. Write your answer in the space provided.

1. You want to start the meeting.

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2. You want to know if the participants in a meeting are ready to vote.

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3. You want to know the participants' views on an issue.

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4. You want a shy participant to contribute to the discussion.

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5. You want a participant who talks too much to let others speak.

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Compare your answers with those in the *Answer Key* on page 39.



## Let's Remember

In this lesson, you have learned that:

- ◆ A **meeting** is an activity where a group of people gather at a particular place and time to discuss a matter or make a decision on an issue.
- ◆ Certain expressions are used to make the flow of the meeting efficient, orderly and productive.
- ◆ Formal expressions used in meetings can be simplified without changing their meaning.

# Conducting an Interview



It's common to see TV reporter interviewing a politician or a movie actor. When we see them on TV, the job seems an easy one. That's because these journalists or reporters are well trained in interviewing.

In this lesson, you will learn some important expressions used during the conduct of an interview. These expressions can help you organize your own interview. Aside from that, they can help you get the most from your interviewee.

After the studying this lesson, you should be able to:

- ◆ identify appropriate expressions that are used in conducting an interview; and
- ◆ use appropriate expressions in the conduct of an interview.



## Let's Try This

There are many appropriate expressions that can be used when conducting an interview. For example:

- ◆ There are appropriate expressions for opening and closing your interview.
- ◆ When an interviewee gives general answers, you can use appropriate expressions to get specific answers.
- ◆ When an interviewee gives casual answers, you can use appropriate expressions to get deeper insights or more information.
- ◆ When an interviewee talks about too many things at once, you can use appropriate expressions to make him focus on the topic being discussed.
- ◆ In the same way, there are appropriate expressions not only to get the interviewee's ideas but also to know his opinion.

What do you think these expressions are? Write your ideas below.

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Compare your answers with the expressions that will be presented in the dialogue beginning on the next page.



## Let's Listen to This

The dialogue that follows will help you understand how to conduct an interview. It will help you identify expressions that can be used when interviewing another person. Listen to Tape Segment # 2, Side A, Meetings and Interviews while reading the dialogue below. The dialogue is about an interview with an important person. (Again, if you do not have the Tape, you can just read through the dialogue below.)

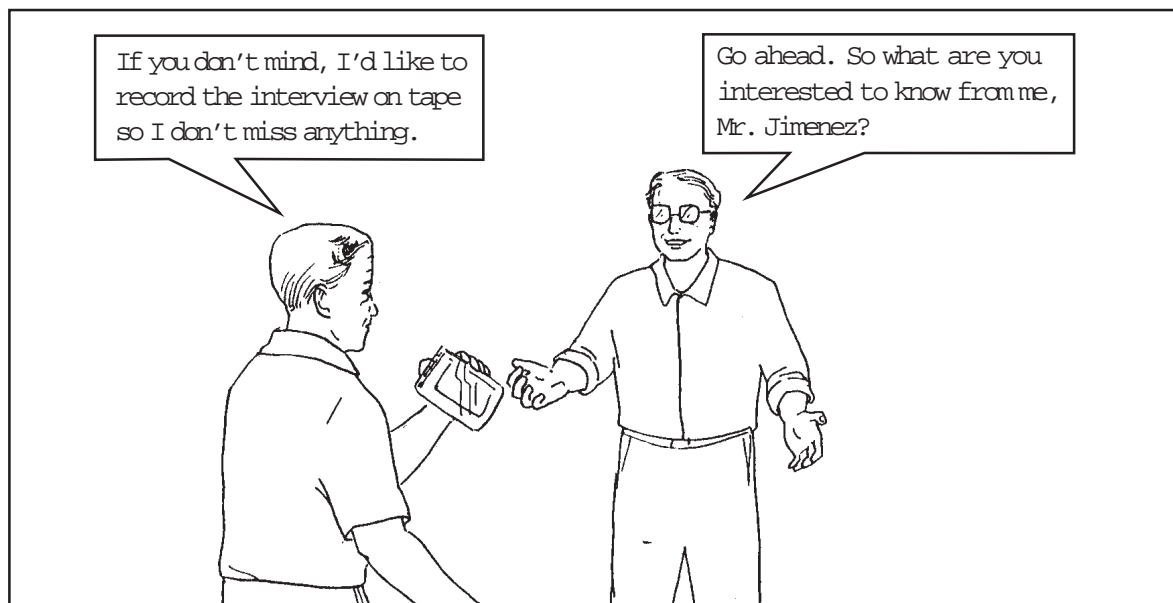
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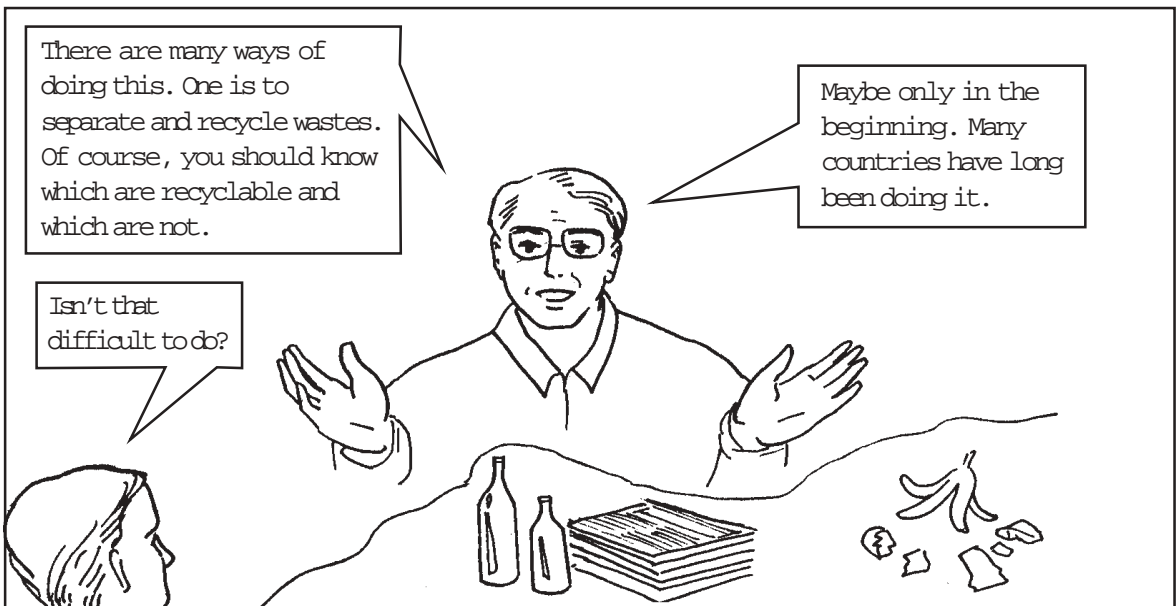
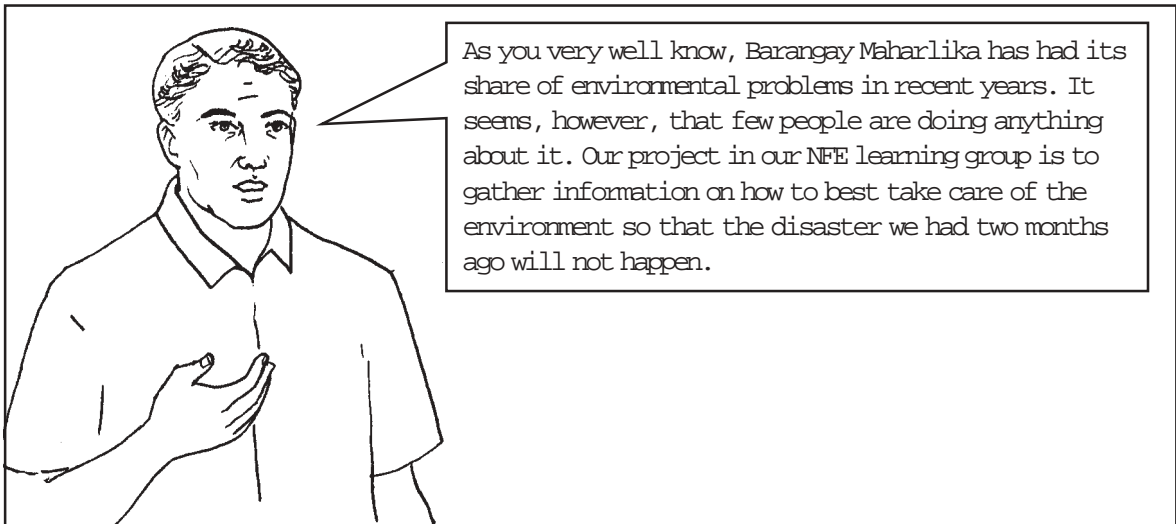
*Albert*

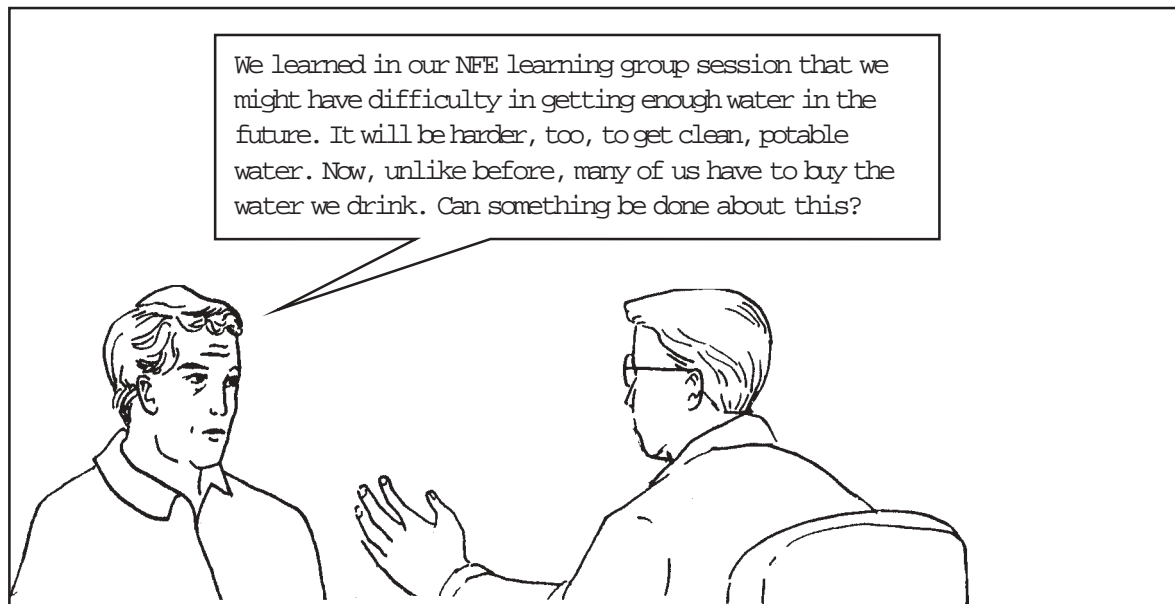
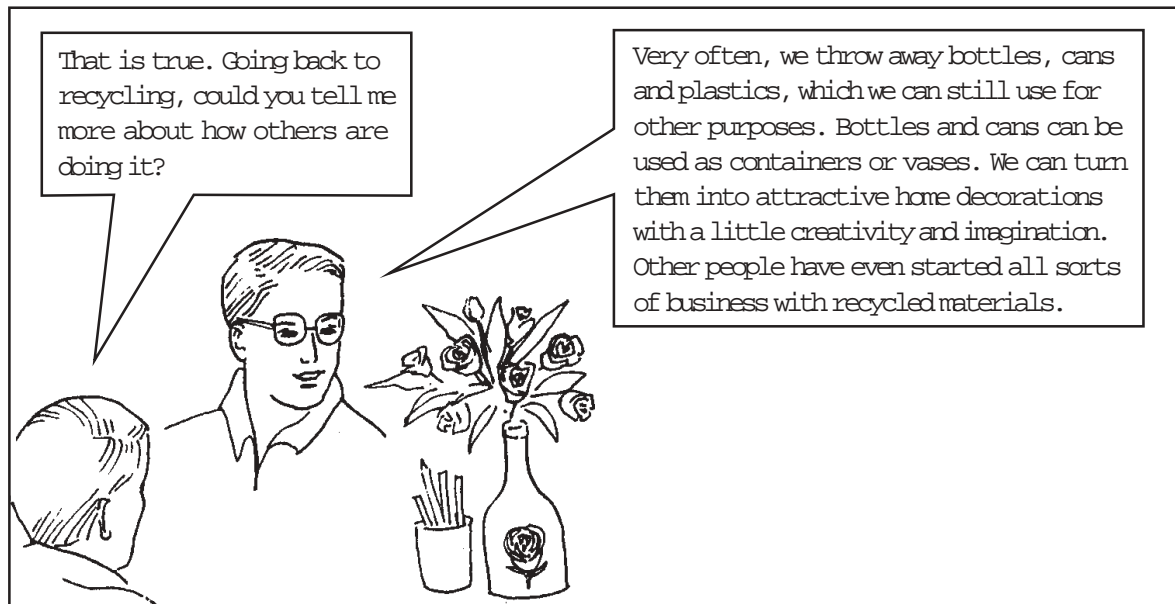
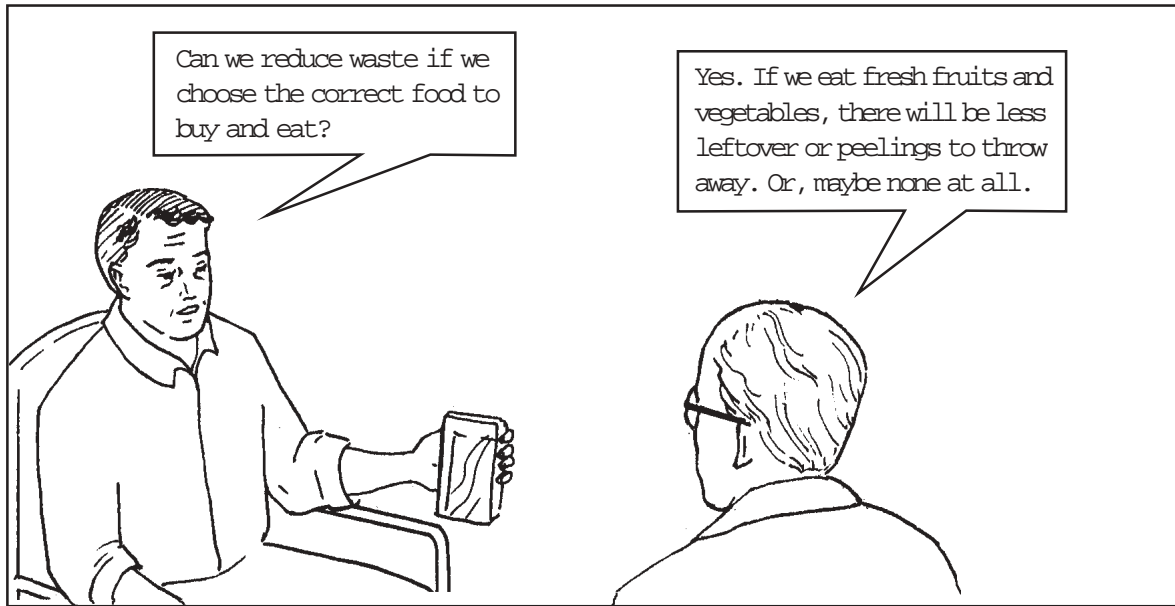
Interviewer, interested in knowing how to solve environmental problems

*Joselito Mendoza*

Interviewee, a Community Environment and Natural Resources Officer in Albert's town

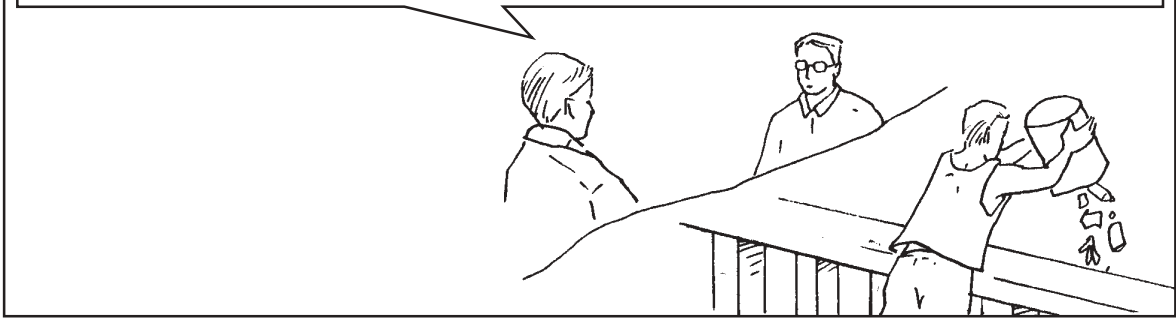








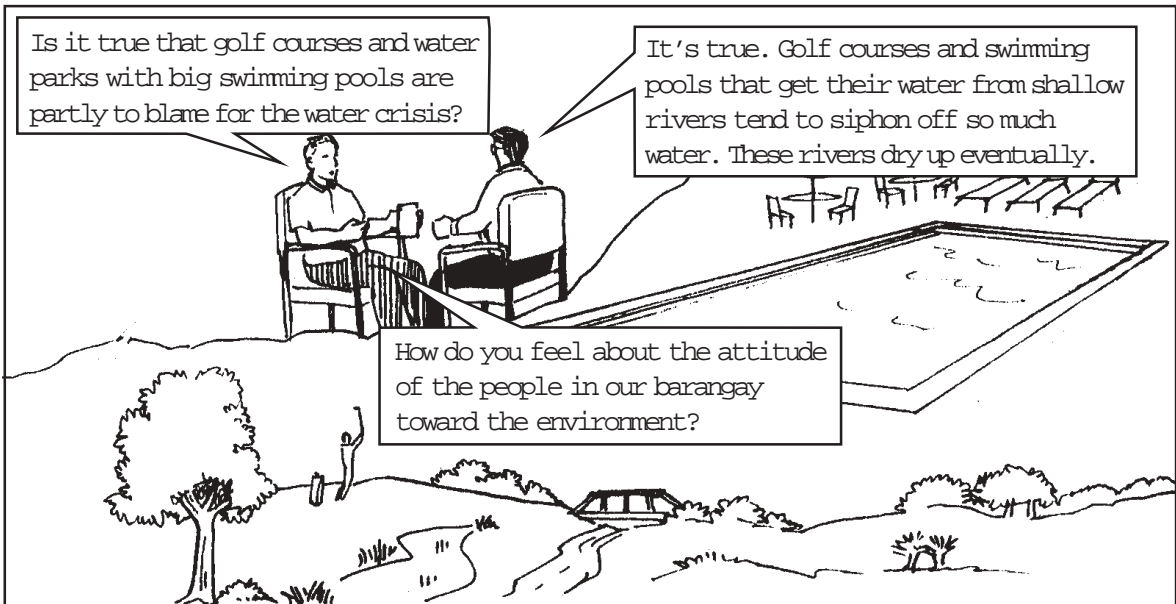
Certainly. If we keep our surroundings clean, if we do not throw garbage in our rivers and canals, if we do not destroy our forests, if we are able to stop ships, foreign and local, from dumping their wastes into our seas, then we might be able to recover the water that has become scarce in so many places in our own country. Farmers should learn to choose crops based on available water supply. Industries must return the water to its source in the same condition in which they took it. They have the means and the resources to do just that. And as for us, private citizens, let's use the water in our homes wisely.



Is it true that golf courses and water parks with big swimming pools are partly to blame for the water crisis?

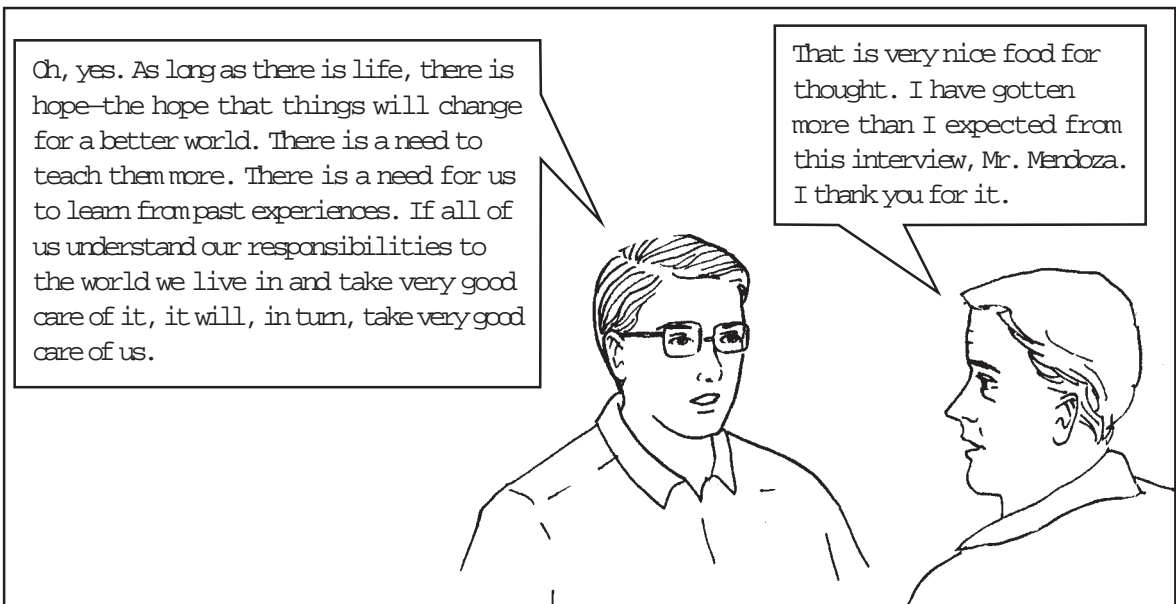
It's true. Golf courses and swimming pools that get their water from shallow rivers tend to siphon off so much water. These rivers dry up eventually.

How do you feel about the attitude of the people in our barangay toward the environment?



Oh, yes. As long as there is life, there is hope—the hope that things will change for a better world. There is a need to teach them more. There is a need for us to learn from past experiences. If all of us understand our responsibilities to the world we live in and take very good care of it, it will, in turn, take very good care of us.

That is very nice food for thought. I have gotten more than I expected from this interview, Mr. Mendoza. I thank you for it.





## Let's Talk About This

Answer the following questions regarding the dialogue you have read.

1. Who did Albert interview? Why was he the right person to interview about Albert's concerns?

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2. In the dialogue, Albert used several different expressions while interviewing Mr. Mendoza. Were you able to identify them? Listen to the tape and/or read the dialogue again and write down the expressions that you feel are part of the procedures of an interview.

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3. Do you think the use of the expressions you have identified helped Albert in conducting the interview? How?

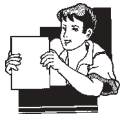
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Compare your answers with those in the *Answer Key* on page 40.



## Let's Learn

The following are expressions used when conducting an interview. These expressions help in the smooth flow of the conversation and discussion between the interviewer and the interviewee.

To start or end an interview. . .

Thank you for finding time for this interview.

To get a detailed answer. . .

Can you tell me about...?

To find out more information on a topic or an issue

Can you tell me more about..?

To know more about something that has already been mentioned

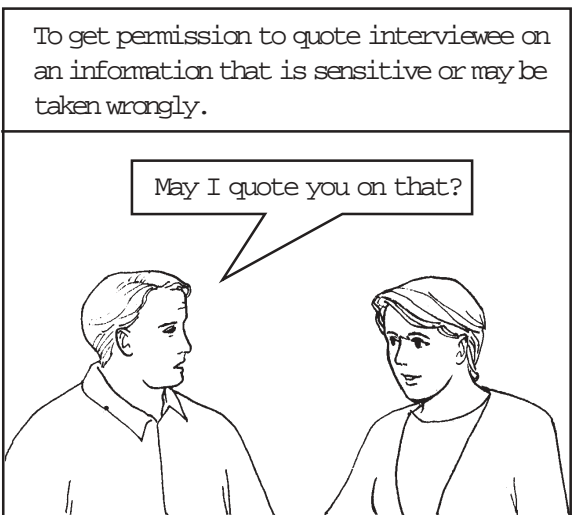
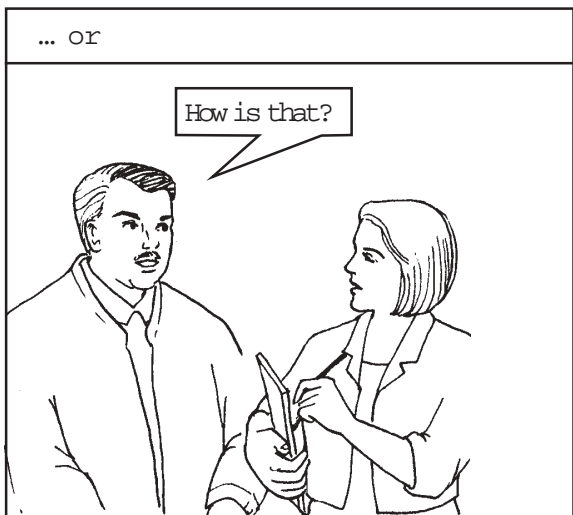
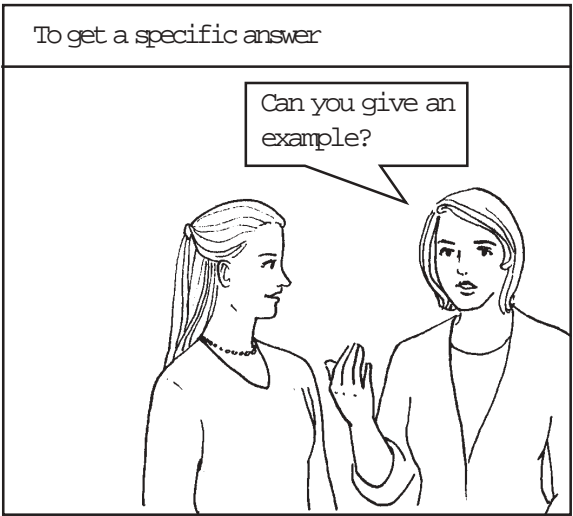
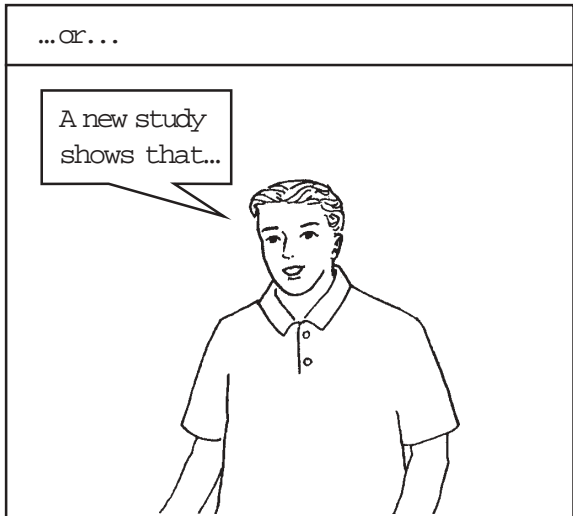
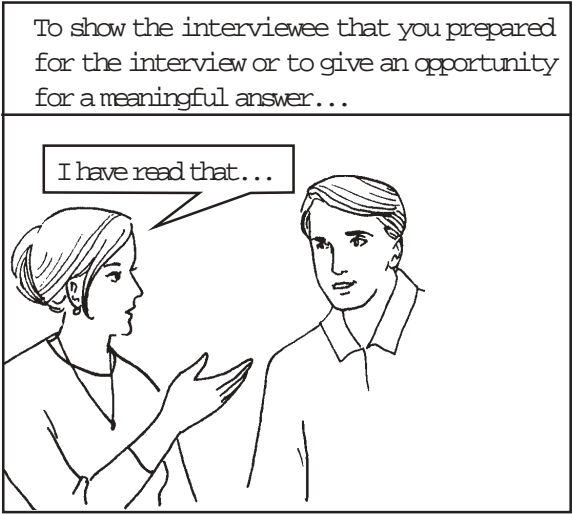
Going back to...

To get an opinion or perception

How do you feel about...?

... or ...

What do you think of...?





### Let's Think About This

Go back to the dialogue on pages 22–26. What expressions did Albert use when he conducted an interview with Mr. Mendoza? Write them down in the left column of the table below. Then, write the purpose of each expression in the right column.

Expression	Purpose

Compare your answers with those in the *Answer Key* on page 40.



## Let's Try This

In this activity, you will try to conduct an actual interview. Follow the instructions below.

1. Choose a topic that you would like to discuss with another person. You can choose
  - ◆ an environmental problem (example: pollution)
  - ◆ a recent calamity (example: a typhoon)
  - ◆ a social issue (example: streetchildren)
  - ◆ a community problem (example: poor system of garbage disposal)
  - ◆ a health concern (example: spread of dengue fever)
2. Choose a person you would like to interview about the topic you have chosen. He/She may be:
  - ◆ a family member or relative
  - ◆ a barangay official or community volunteer
  - ◆ a health worker
  - ◆ a fellow employee
  - ◆ a cooperative member or officer
3. Write down the questions that you would like to ask your interviewee. Make sure these questions focus on your topic.
4. Practice in front of a mirror. As you practice, make use of the expressions that you have learned in this lesson.
5. Visit the person you would like to interviewee and ask for permission to conduct the interview. Your interviewee may want to schedule the interview for another day. Ask him if you can record the interview so you can bring a tape recorder when you meet again for the interview.

6. Conduct the interview. Make sure you write down all your interviewee's answers to your questions. Remember to use the expressions appropriate for an interview, especially before you begin and when you end the interview.
7. Discuss with your Instructional Manager the interview you have conducted. Share with him/her your experiences and feelings about the interview.



## Let's See What You Have Learned

A. Answer the items below. Write the letter of the correct answer in the blank before each number.

- \_\_\_\_\_ 1. When you ask, "How is that?" you want your interviewee to...
- a. be specific.
  - b. discuss another topic.
  - c. repeat what he/she said.
  - d. return to a previous topic.
- \_\_\_\_\_ 2. "Go on record" means that you can...
- a. interpret what your interviewee has said.
  - b. ask your interviewee to repeat what he/she said.
  - c. have your interviewee explain his/her answer.
  - d. quote your interviewee on what he/she has said.
- \_\_\_\_\_ 3. "Can you tell me more about...?" is a good question to ask when you want to...
- a. go back to a previous topic.
  - b. end the interview.
  - c. get more information about the topic.
  - d. change the topic.

- \_\_\_\_\_ 4. You can get your interviewee's opinion by asking...
- a. "Can we now turn to...?"
  - b. "I have read that..."
  - c. "What do you think of...?"
  - d. "Going back to..."
- \_\_\_\_\_ 5. What should you say if you weren't able to hear what your interviewee had said?
- a. "What do you think of...?"
  - b. "Sorry, I beg your pardon."
  - c. "Will you go on record with that?"
  - d. "I have read that..."

B. Give the appropriate expression for each situation below.

1. You want to change the topic or focus the interviewee's answer.

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2. You will start an interview.

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3. You want to know more about a topic that has already been mentioned.

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4. You want to show the interviewee that you prepared for the interview.

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5. You want to get a specific answer.

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Compare your answers with those in the *Answer Key* on pages 41–42.



## Let's Remember

In this lesson, you learned that:

- ◆ Certain expressions such as “may I quote on that?” or “How do you feel about...” can be used when conducting an interview.
- ◆ There are appropriate expressions to start or end an interview. You can use the expression “Thank you for finding time for this interview” to start or end the interview.
- ◆ There are appropriate expressions to get specific answers, personal opinions or deeper insights from the interviewee. You can use expressions like “How do you feel about...” or “What do you think of?” to get these specific answers, personal opinions and deeper insights.
- ◆ There are appropriate expressions that help the interviewee to focus on a topic or to move to another topic. Some of these expressions are “Going back to...” or “Can you tell me about...”



## What Have You Learned?

A. Simplify each expression below and then give its meaning or purpose. Write your answers in the space provided after each expression.

1. “The meeting will please come to order.”

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2. "Will the gentleman yield?"

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3. "I second the motion.."

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4. "Is there any discussion on the matter?"

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5. "The order of the day will now be taken up."

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B. Give the appropriate expression for each situation below. Choose from the ones inside the box on the next page. Write the letter of the correct answer in the blank before each number.

\_\_\_\_\_ 1. You want to find out more information on the topic.

\_\_\_\_\_ 2. You want to get permission to quote the interviewee on an information that is sensitive or may be taken wrongly.

\_\_\_\_\_ 3. You want to get an opinion or perception on a certain topic.

\_\_\_\_\_ 4. You want to change the topic or focus of the interviewee's answer.

\_\_\_\_\_ 5. You are about to end the interview.

- a. “Thank you for finding the time for this interview.”
- b. “How do you feel about...?”
- c. “May I quote you on that?”
- d. “Can we now turn to...?”
- e. “Can you tell me more about...”

Were you able to answer all the items? Compare your answers with those in the *Answer Key* on pages 43–44.

If the number of correct answers you got is:

- 9 – 10 Very good! You have learned a lot from this module. You may now proceed to the next module.
- 7 – 8 Good! Just go back and review the items that you answered incorrectly.
- 5 – 6 You need to review the topics that you did not understand clearly.
- 0 – 4 You have to review the whole module again.



## Let's Sum Up

In this module, you have learned that:

- ◆ There are appropriate expressions that can be used when conducting a meeting. These expressions help guide the flow of the meeting and give every participant a chance to be heard.
- ◆ There are appropriate expressions that can be used when conducting an interview. These expressions aim to get specific answers, deeper insights or personal opinions from the interviewer. They also help focus the discussion and conduct the interview in an orderly and friendly manner.



## Answer Key

### A. Let's See What You Already Know *(pages 2–4)*

1. **(b)** is the correct answer. A meeting is a group of people who gather at a particular place and time to discuss a matter or make a decision on an issue. An interview is a method of exchange between two people regarding certain ideas or opinions through questions and answers. A demonstration is an act of showing a procedure, a skill or a movement. A speech is a formal spoken communication delivered to an audience.
2. **(c)** is the correct answer. The expression “I second the motion” means that you support a suggestion. It does not seek to reject or offer a suggestion or end the meeting.
3. **(a)** is the correct answer. The expression “the motion is carried” means that the suggestion is approved. Using this expression does not mean that the motion or suggestion is rejected, supported or set aside.
4. **(a)** is the correct answer. The best and simplest way to begin a meeting is “Shall we start the meeting?” It is clear and polite unlike the other choices.
5. **(d)** is the correct answer. “I move that we set the meeting on July 1” suggests that the group meet on that particular date.
6. **(c)** is the correct answer. An interview is a method of exchange between two people regarding certain ideas or opinions through questions and answers in order to achieve a goal.
7. **(c)** is the correct answer. “I beg your pardon” is used if you want your interviewee to repeat what he said because you did not understand him clearly or did not understand him at all.
8. **(a)** is the correct answer. “How do you feel about...” is used to know the interviewee’s opinion.
9. **(b)** is the correct answer. If you are not sure if your interviewee wants to be quoted on a sensitive information he shared, you should ask if he could go on record with what he said.

10. (d) is the correct answer. You can get specific answers by asking the interviewee to give examples.

## B. Lesson 1

*Let's Try This (pages 10–11)*

1. The meeting will please come to order.  
Do we have a quorum?  
I move that...  
I second the motion.  
Is there any discussion on the matter?  
I shall now call for a vote.  
The motion is carried.  
Will the secretary put that on record?

2.	Expression	Meaning
	1. The meeting will please come to order.	The meeting is about to start.
	2. Do we have a quorum?	Do we have the minimum number of the people required to attend this meeting?
	3. I move that ...	I suggest that...
	4. I second the motion.	I support the proposal or suggestion.
	5. Is there any discussion on the matter?	Is there anyone who would like to talk about the issue or topic?
	6. I shall now call for a vote.	I shall request you to vote on the issue, topic or proposal being discussed.
	7. The motion is carried.	The proposal or suggestion is approved.
	8. Will the secretary put that on record?	Will the secretary write down what has been said or discussed and include it in the official record or minutes of the meeting?

3. Here are some other example of expressions that are sometimes used in a meeting and their meanings. You may have identified other examples. Show your answers to your Instructional Manager for additional feedback.

Expression	Meaning
a. I nominate...	I recommend or choose...
b. I beg to disagree...	I have a different opinion on the issue or topic ...
c. Are there other thoughts on the matter?	Do you have other ideas on the topic or issue?
d. Please allow me to give my opinion.	May I say something about the topic or issue?
e. May I have your attention, please?	May we now start with the meeting?
f. May I add to that?	May I say something more about the issue or topic?
g. Shall we proceed?	May we continue with the discussion?
h. The matter is decided.	Everyone has agreed on what to do about the issue or topic.

*Let's Try This (page 15)*

1. May I have your attention, please?

This expression is used when you want to start the meeting and put order in the room where the meeting is conducted.

2. Are there any suggestions?

I'm open to suggestions.

These expressions are used when you want your fellow participants to contribute to the discussion.

3. May I say something?

This expression is used when you want to say something regarding the topic or matter being discussed.

4. May I add to that?

This expression is used when you want to say more about what a fellow participant has said.

5. Shall we proceed?

Can we move on?

These expressions are used when you want the meeting to continue or begin.

6. Can we have a vote?

This expression is used when you want the participants in the meeting to vote on the matter being discussed. Voting is used in order to reach a decision of the majority.

7. Do we agree on this?

This expression is used when you want to confirm if everybody agrees on a suggestion or decision that has been made.

8. The matter is decided.

This expression is used when you want everybody to know that a decision has been made regarding a matter or issue.

*Let's See What You Have Learned (page 18)*

1. Shall we start the meeting?

2. Shall I now call for a vote?

3. May I have your thoughts on this? Or, Can you share your views on the issue.

4. I'd like to hear from everyone in the group. Let each of us take turns sharing out ideas.

5. That's an interesting point. Now, let's see what the group thinks of it.

## C. Lesson 2

*Let's Talk About This (page 26)*

1. Albert interviewed Mr. Joselito Mendoza who was the Community Environment and Natural Resources Officer in his town. Yes, he was the right person to interview because of his knowledge on how to protect the environment and natural resources.
2.
  - a. Good morning, Mr. Mendoza. I hope I'm not disturbing you with this interview.
  - b. If you don't mind, I'd like to record the interview on tape...
  - c. As you very well know, Barangay Maharlika...
  - d. How do you feel about ...
  - e. ... I have gotten more than I expected from this interview, Mr. Mendoza. And, I thank you for it.
3. Yes, I think the use of the expressions helped Albert in conducting the interview. Albert was very polite and the discussion flowed smoothly and in a friendly manner. Albert was able to get the information he was looking for. Albert had no difficulty getting answers from his interviewee.

*Let's Think About This (page 29)*

Expression	Purpose
1. Good morning, Mr. Mendoza. I hope I'm not disturbing you with this interview.	To start an interview in a friendly manner
2. If you don't mind, I'd like to record the interview on tape...	To ask permission to use a tape recorder to have a better and more exact record of the discussion
3. As you very well know, Barangay Maharlika...	To give the interviewee information on the topic to be discussed and to give an opportunity for meaningful answers; to familiarize or give the interviewee a brief background on the issue
4. Going back to recycling...	To know more about something that has already been mentioned
5. How do you feel about ...	To get an opinion or perception
6. ... I have gotten more than I expected from this interview, Mr. Mendoza. And, I thank you for it.	To end the interview and to show appreciation for the interviewees time and cooperation



*Let's See What You Have Learned (pages 31–33)*

- A.
1. **(a)** is the correct answer. You want your interviewee to be specific when you ask him “How is that?” For example, your interviewee did not specify the reason why he complains about the garbage problem in your community. By asking, “How is that?” you can give your interviewee an opportunity to be specific.
  2. **(d)** is the correct answer. “Go on record” means that you can quote your interviewee on what he/she has said. For example, your interviewee gave an opinion on how the community officials handle the garbage problem. You will ask permission for you to repeat what he/she said to prevent misunderstandings.
  3. **(c)** is the correct answer. A good way to get more information about the topic is to ask “Can you tell me more about...?” For example, your interviewee gave a brief answer on what he knows about the community’s problems. You can ask “Can you tell me more about the problems in the community that we need to solve?”
  4. **(c)** is the correct answer. You can get your interviewee’s opinion by asking “What do you think of...” For example, you need your interviewee’s opinion on a factory’s contribution to air pollution. You can ask him, “What do you think about the pollution caused by the garments factory in our barangay?”
  5. **(b)** is the correct answer. If you weren’t able to hear what your interviewee has said, you may say “Sorry, I beg your pardon.” For example, you failed to hear your interviewee’s reply to your question on community cleanliness. You can ask “Sorry, I beg your pardon. Can you repeat what you have said?”
- B. Examples of appropriate expressions for each of the situations include the following:
1. - *Can we now turn to* the community’s problem of garbage disposal?  
  
- *I’m also interested in* your idea about the building of a new community park.

These expressions signal the interviewee to focus or move on to another topic.

2. - *Thank you for finding time for this interview.* I am anxious to know your opinions and thoughts regarding our community's problems.

This expression signals the start of the interview. This also shows appreciation of the person's time, effort and willingness to be interviewed.

3. - *Going back to the community's problem on garbage disposal.* What do you think should our barangay officials do about it?

This expression shows your interviewee that you want to know more about the topic you have already talked about. This is very useful, especially when you've forgotten to ask for information about a topic you already mentioned.

4. - *I have read that recycling is one way of solving garbage disposal problems.*

- *A new study shows that people are now more open to recycling as a means of disposing of garbage.*

These expressions show your interviewee that you have researched about the topic you are about to discuss with him/her. These show your preparedness and show the interviewee that you are serious about your interview.

5. - *Can you cite an example on how we can solve the community's garbage disposal problem?*

This expression encourages your interviewee to give more specific answers, especially when he/she does not talk much.

You may also have identified other appropriate expressions for each situation. Discuss your answers with your Instructional Manager for additional feedback.

## D. What Have You Learned? (pages 33–35)

### A. 1. “*Shall we start the meeting?*”

This expression is a simpler way to call the attention of the participants to begin with the meeting. For example, all the members of your community group are already inside the hall. There is much noise because everyone is talking. You can start the meeting by saying in a clear voice, “Shall we start the meeting.”

### 2. “May I say something?”

This expression is a simpler way of asking permission to speak, especially after someone has spoken. For example, your group is discussing about means of proper garbage disposal. A member suggested composting. You have another idea that you can introduce by saying, “May I say something?”

### 3. “I support...” or “I agree...”

This is a simpler expression to show agreement to the suggestion given on a matter. For example, a member of your group suggested recycling as a way of reducing garbage disposal problems. To show your agreement, you may say, “I support Mr. Garcia’s suggestion on recycling.”

### 4. “Can I have your thoughts on this?” or “Can you share your views on this issue?”

This is a simpler expression that seeks the participants to contribute to the discussion about a matter or an issue. For example, you are holding a meeting about a tree-planting project in your community. You noticed that your group members are quiet. To encourage them to share their ideas about the topic under discussion, you may say, “Can I have your thoughts on how we can go about the tree-planting project.”

5. *“Can we go on with the agenda?”*

This expression is a simpler way to start a meeting regarding matters or items that have been planned to be discussed. For example, you are about to introduce the issue on illegal drugs in your community. You may start with “Can we go on with the agenda? Some of you have expressed their concern about the illegal drugs being sold here in our community.

- B. 1. **(e)** is the correct answer. For example, you want to get more information about your interviewee’s experience with handling pollution problems. You may ask “Can you tell me more about the projects you have handled that helped control pollution in this city?”
2. **(c)** is the correct answer. For example, you want to get permission to quote an interviewee on his opinion about illegal gambling in the barangay. You may ask “May I quote you on that?”
3. **(b)** is the correct answer. For example, you want to get your interviewee’s opinion or perception on the issue of animal abuse. You may ask “How do you feel about animal abuse?”
4. **(d)** is the correct answer. For example, you are interviewing a health worker about the cases of malnutrition in your community. You want to change the topic to other childhood diseases. You may ask “Can we turn to other diseases that affect the children in our community?”
5. **(a)** is the correct answer. For example, you are about to end an interview with your barangay captain. You may say “Thank you for finding the time for this interview.”



## Glossary

**Agenda** The matters of business to be discussed, especially at a meeting

**Appropriate** Suitable, acceptable or correct

**Aye** Expression that means “I agree”

**Carried** Approved

**Conduct** To direct or manage

**Cooperative** An organization owned and run by the people involved, with profits shared by them

**Discuss** To talk about

**Efficient** Producing satisfactory results without wasting time or resources

**Expression** A word or a phrase

**Formal** Official or serious

**Interest rate** Money charged for borrowing money

**Interview** A method of discussion used by two people regarding certain ideas or opinions through questions and answers in order to achieve a goal

**Loan** A thing that is lent, especially a sum of money

**Majority** A greater number or part of the people

**Meeting** It is an activity where a group of people gather at a particular place and time to discuss a matter or make a decision on an issue

**Minority** A smaller number or part of the people

**Minutes** A brief summary or record of what is said and decided at a formal meeting

**Motion** A suggestion or proposal

**Nay** Expression that means “I disagree”

**Opinion** A belief or judgement about something or someone that is not necessarily based on facts

**Quorum** A minimum number of people who must be present at a meeting before it can proceed and its decisions can be considered valid.

**Quote** To repeat words that were previously said or written by another person in speech or writing

**Record** Write down

**Recycle** To use again

**Specific** Detailed or exact; relating to a particular thing



## References

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Flores, Carmelita S. and Evelyn B. Lopez (1990). *Effective Speech Communication (Revised Edition)*. Metro Manila, Philippines: National Bookstore, Inc.