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A COMPARATIVE STUDY OF FORMAL AND INFORMAL COMMUNICATION STYLES

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Аннотация. This article presents a comparative study of formal and informal communication styles. The research examines their linguistic features, communicative purposes, and fields of application. The findings indicate that formal communication is characterized by accuracy, objectivity, and adherence to language norms, whereas informal communication is marked by flexibility, emotional expression, and sincerity. The results contribute to a better understanding of communication styles and provide practical recommendations for their effective use.

Keywords: formal communication, informal communication, communication styles, language units, comparative analysis, discourse.

Annotation. This article provides a comparative study of official and unofficial communication styles. During the research, their linguistic features, communicative goals, and spheres of application were examined. The results showed that the official style is characterized by precision, objectivity, and adherence to language norms, while the unofficial style is distinguished by freedom of expression, emotionality, and sincerity. The obtained results can be used for the more effective application of different communication styles.

Keywords: official communication, unofficial communication, communication, speech style, language units, comparative analysis.

Communication is an integral part of human society and serves as the primary means of exchanging information, expressing opinions, and forming social relationships among individuals. In daily life, people encounter various communicative situations and use different communication styles in these situations. Among these styles, formal and informal communication are of particular importance, as they are considered significant factors determining the effectiveness of the communication process.

Formal communication is used in state institutions, educational organizations, enterprises, and professional relationships. In this style, language norms are strictly observed, and ideas are expressed clearly, concisely, and logically. Informal communication, on the other hand, occurs in conversations among family members, friends, and close acquaintances. It is characterized by the free exchange of ideas, sincerity, emotionality, and the extensive use of everyday conversational elements.

Today, with the development of information and communication technologies and the growing popularity of the Internet and social networks, forms of communication are changing significantly. In particular, the widespread use of elements of informal communication in various communicative situations among young people is being observed. At the same time, the need to adhere to literary language norms in formal correspondence and professional communication remains important. This increases the relevance of deeply studying the specific features of formal and informal communication styles.

Practical observations show that although students and young people actively use informal communication in everyday life, they often encounter difficulties when writing formal requests, applications, emails, or academic texts. Conversely, in some cases, the use of formal style elements in

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informal conversations may negatively affect the naturalness of communication. Therefore, choosing an appropriate style for each communicative situation is essential.

The purpose of this study is to comparatively analyze the linguistic and communicative features of formal and informal communication styles and to identify their similarities and differences. During the research, the fields of application of these styles, the characteristics of their use of language resources, and their communicative effectiveness are examined. The obtained results contribute to the development of communication culture, the purposeful use of language resources, and the enhancement of communicative competence.

This study is devoted to the comparative investigation of formal and informal communication styles and employs qualitative, descriptive, and comparative research methods in a comprehensive manner. The main objective of the research is to identify the linguistic, communicative, and stylistic features of the two communication styles and to analyze their fields of application.

Language units used in formal and informal speech styles were selected as the object of the study. In particular, formal documents, academic texts, business correspondence, informal conversations, social media interactions, and examples of oral communication were utilized.

Several sources were used in the process of data collection, including scientific literature, linguistic studies, textbooks, and texts obtained from real communicative situations. Each material was analyzed separately, and its linguistic features were recorded.

The comparative analysis method was employed as the primary research tool. Through this method, the differences between formal and informal styles were compared from the perspectives of lexical units (word choice), grammatical structures (sentence construction), and stylistic devices (emotionality and expressiveness).

In addition, the content analysis method was used to examine the frequency of language unit usage and their contextual characteristics within texts. During this process, typical expressions and sentence structures specific to each style were identified.

To ensure the reliability of the research, a triangulation approach was applied, meaning that data obtained from various sources were compared and generalized. Furthermore, the representativeness and relevance of the selected materials were taken into account.

During the analysis, the results were systematically grouped and summarized based on tables and classifications. This helped to demonstrate the specific differences between formal and informal communication styles more clearly.

The results of the study clearly demonstrated that there are significant structural, lexical, and functional differences between formal and informal communication styles. Based on the analyzed texts and communicative situations, it was determined that the primary characteristic of formal communication is its reliance on a high level of standardization. In this style, word choice is made carefully, emotional expressions are rarely used, and sentences often consist of complete and complex syntactic structures.

Terminological units and formal vocabulary predominate in formal communication. For example, in documents, official requests, and academic texts, precision, objectivity, and logical consistency serve as the main criteria. Furthermore, providing general and objective information is prioritized over expressing personal opinions.

According to the analysis, informal communication appears as a much freer and more natural form of speech. It widely employs abbreviations, everyday conversational expressions, slang elements, and emotional language. In informal communication, sentences are often short and sometimes even incomplete, which facilitates quick and convenient interaction.

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The comparative analysis revealed that formal communication is mainly used in education, scientific activities, government institutions, and administrative processes. This style ensures the accuracy of information and its legal validity. Informal communication, on the other hand, is widely used in everyday life, conversations among friends, family interactions, and social networks, strengthening psychological closeness among individuals.

In addition, the findings showed that while language units in formal communication are strictly regulated, creativity and individual style are more strongly expressed in informal communication. This confirms the necessity of different styles for different purposes within the communicative process.

Overall, the obtained results indicate that formal and informal communication styles perform complementary functions. Both styles are important in their respective contexts and play a significant role in ensuring communication effectiveness.

In this study, the linguistic, stylistic, and communicative features of formal and informal communication styles were comparatively analyzed. The obtained results indicate that although these two speech styles possess clearly distinct characteristics, they are closely interconnected within the communication process and complement one another.

According to the findings, formal communication is distinguished by its reliance on strict norms and its requirement for accuracy and objectivity. It is widely used in academic articles, official documents, educational processes, and business fields. Informal communication, on the other hand, is characterized by freedom, naturalness, emotional expressions, and abbreviated language units, and it is mainly manifested in everyday oral and written conversations.

Furthermore, the study revealed that standardized grammatical structures and complex syntactic units predominate in the formal style, whereas simple sentences, conversational elements, and emotional expressions are more frequently used in the informal style. This confirms that each style serves its own specific communicative function.

The results of the comparative analysis demonstrate that selecting the appropriate communication style is one of the key factors of communicative success. The ability to use a style suitable for a particular situation enhances an individual's speech culture and social competence.

In conclusion, formal and informal communication styles are integral parts of the language system, and their thorough study and differentiation are of great importance for linguistics, pedagogy, and communication studies. It is recommended that broader empirical research be conducted in the future, including investigations of the speech of different age groups and social strata.

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