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## TYPES OF ORAL FORMAL STYLE

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### Abstract:

The article talks about formal forms of formal style, types of oral formal style and their specific aspects. The lexical and grammatical features specific to the types of oral formal style are described.

**Keywords:** formal style, diplomatic documents, legal documents, military documents, business documents, oral formal style, formal communication style, diplomatic communication style, military communication style, polite communication style, managerial communication style.

Scholars who study official documents have different opinions on the classification of documents. I.R. Galperin divided the official style into four components (diplomatic documents, legal documents, military documents, business documents), while B. S. Schwarzkopf divided it into three components (office-business, legal, diplomatic). According to G. Y. Solganik, the official style is divided into two subtypes - official documents and everyday business documents. The first represents the language of diplomacy (diplomatic acts) and the language of laws, while the second represents official correspondence and daily business documents.

These classifications do not provide sufficient conclusions to fully group formal style. Also, each language has its own official style and documentation system. European-American documentary and documentary of the former Soviet state are quite different, and the current Uzbek documentary is mainly formed based on the traditions formed in the former Soviet system.

Formal style is manifested in oral and written forms. In this article, we analyze the types of formal oral style and their specific aspects.



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Oral formal style. Political, diplomatic and business negotiations, official conversations and management dialogues are conducted in the oral form of the official style. It is a verbal manifestation of formal style, from business conversations between managers and employees to international diplomatic dialogues. Citizens, employees are officially notified of news and information related to work or social life. Face-to-face communication of citizens with representatives of state agencies is carried out in the oral form of the official style.

Relationships related to state administration, work activities of employees, rights and freedoms of citizens are regulated by official treatment. Official communication is mainly done verbally. The oral form has requirements that must be followed, rules that cannot be changed, units that are allowed or prohibited to use, and it is appropriate to generalize them as a formal communication style.

Formal communication style consists of normative requirements for oral conversations, rules of etiquette. This style is manifested in four different forms: 1. Diplomatic communication style. 2. Military style of communication. 3. Cyber communication style. 4. Management communication style. Each of these communication styles has its own requirements, rules of etiquette, and they have different aspects.

**1. Diplomatic communication style.** Conversations at international meetings of heads of state and government, representatives of the diplomatic corps, as well as those responsible for protecting the interests of certain states participating in international events, are conducted in the style of diplomatic dialogue. In this style of communication, strict patterns are followed, the mutual equality of the parties is recognized, and both parties express respect for each other. Diplomatic communication is carried out symmetrically (communication components are equal to each other). Aspects such as paying respect to the interlocutor, showing courtesy, talking openly and smiling, not interrupting the interlocutor's speech, using arrogant lexical units, expressing any opposing opinion in a smooth manner are characteristic of the diplomatic communication style. Diplomatic communication is a communication battle aimed at the protection of interests carried out by means of speech. In diplomatic communication, the speaker's handling tactics, mastery of words, skill in effective use of etiquette ensure his victory in the battle of communication.



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In this form of communication, complimentary units such as I'm sorry, I'm sorry, with your permission, I'm grateful, I'm very happy, I'm happy to inform you that you're absolutely right, I'm sorry, as far as I know, if I'm not mistaken, in my opinion, I agree with your thoughts. Rudeness, rudeness, arrogance, indulging in passions, breaking communication etiquette are completely foreign to this style.

The reaction of the heads of state and government, employees of the Ministry of Foreign Affairs to international events, appeals to the international community are carried out in this way. In this style, sentences are formulated very carefully so that views are not misinterpreted. According to the diplomatic method, any statement of the officials can be evaluated as the position of the entire country and in some cases may cause international conflicts.

**2. The military regulations and rules of military discipline are strictly followed in the military communication style.** Forms of appeals, procedure of handling, used units of communication are carried out on the basis of established norms. Military communication is often asymmetric (one of the communication components is dominant). The sub-component fully obeys the rules of military communication style. In this style of communication, the tone has a special place, certain words, certain stereotyped combinations are solemnly pronounced. Forms and procedures for any information exchange process have been developed.

Units such as "allow me to address", "hear", "inform", "sort", "true", "allow", "just like that", "not at all", "follow the order" are active in official-military communication. is used. Passionate words and polite expressions are not used at all. In defense, internal affairs and other militarized structures, official oral communication is conducted in the style of military communication. Violation of the rules of military communication may lead to disciplinary action.

**3. Etiquette communication style is a polite formal communication style,** consisting of a set of etiquettes, used in formal conversations between intellectuals, highly cultured, aristocratic (aristocrat) educated representatives of fields such as management, business, science, and art. It is recommended that interviews, statements, and reactions to certain issues of officials, civil servants, well-known businessmen, artists, and athletes be carried out based on the requirements of polite communication style. In this style, both sides of the conversation see each other as equals. In the course of the conversation, there are many situations where gentleness is observed, recognition of the interlocutor, compliments, greetings, applause,



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apologies, and regrets. Shaklan is close to the style of diplomatic communication. Addresses are expressed sincerely and generously: "I'm sorry", "maybe", "with your permission", "if you allow", "I'm very happy for you", "I'm grateful for your kindness", "I'm sorry" are used effectively. Any happy or sad message is presented to the interlocutor in a non-invasive form. In this style, introductory words such as "I am pleased to inform you", "I am very sorry", "I share your concern" serve to soften the passionate message.

**4. The communication style of management activity is a formal way of dealing without compliments.** This method determines the order of the meeting between managers and employees and collegial dialogues aimed at quick exchange of information such as tasks, explanations, interpretations in a working situation. Management communication, like military communication, is largely asymmetric. In this case, the participants of the dialogue do not show excessive respect to each other, the main attention is paid to the speed and comprehensibility of the information exchange process. In other words, management communication style is a style specific to the work process. The communication of any civil servant with colleagues and citizens, leaders with employees about work activities is an example of this style.

Officials of government agencies (leaders, employees) should follow the rules of official etiquette when responding to citizens' appeals and reacting to various realities. Violations of their official communication etiquette will be dealt with appropriately and disciplinary action may be taken. Also, the acquisition of professional knowledge and skills, legal literacy, oratory skills create the basis for effective organization of management communication.

So, oral formal style or formal communication style is manifested in four different forms, and each of these forms differs from each other in its own aspects.

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