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ABSTRACT

of the dissertation for the degree of Doctor of Philosophy

MEANS OF EXPRESSING THE CONCEPT OF "POLITENESS" IN ENGLISH-ECONOMIC CORRESPONDENCE

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GENERAL CHARACTERISTICS OF THE WORK

The actuality and the usage rate of the research work. In the contemporary world consequential transformations are taking place in the socio-economic sphere. In alignment with the demands of the time business correspondence has grown into a dynamic process. As for this fact requires professionals be prepared to accept creative, innovative ideas and apply into practice. Today the number of individuals learning English for specific purposes is increasing day by day. This is directly linked to the changes occurring in the world and in the country, because the ongoing processes are accompanied by the internationalization of most commercial and industrial enterprises, as well as business correspondence. This has made it one of the significant issues of our time for business people to master foreign languages, firstly English dominating in the globalizing world in turn. The globalizing world requires that business relations among participants be conducted on the principles of respect, mutual understanding, and politeness.

The actuality of researching the concept of "politeness" within the framework of English-language business correspondence is conditioned by the following reasons: 1) the expansion of the scope of English business correspondence in the correspondence world; 2) the emergence of a necessity to study the role and significance of the communicative category of "politeness" in the organization of formal business correspondence; 3) the emergence of a need for the description of business correspondence as an independent speech style (genre); 4) The inadequate study of the "politeness" communicative category in English business correspondence, as well as the concept of "politeness"; 5) in the epoch of active intercultural communication the appropriation of cultural values belonging to various nations (politeness is accepted as a universal value in most cultures) and raising the role of research directed to the expression means of them. As a consequence, in recent years, the linguistic features of business correspondence have sparked particular interest in the field of linguistics An incisive requirement for a unified opinion related to some issues has emerged in research works.

The mentioned provisions can be accepted as factors conditioning the actuality of the topic.

In the direction of working the topic researches of R.T.Lakoff, G.N.Leech, H.P.Grice, R.B.Arundale, P.Brown and S.C.Levinson, M.Sifianou, N.Coupland, J.Culpeper, Y.Angermuller, R.Wodak, H.Sacks, B.Frazer, C.Holms, V.Samuel in foreign linguistics [1]; K.M.Abdullayev, A.A.Abdullayev, A.Y.Mammadov, F.F.Jahangirov, N.B.Salimova, T.A.Abdulhasanli, A.M.Huseynova in Azerbaijani linguistics[2]; I.V.Drabkina, L.P.Krysin, L.G.Kuzmina,

[1] Lakoff, R.T. The logic of politeness; or, minding your p's and q's. // Papers from the ninth regional meeting of the Chicago linguistic Society. – Chicago: Linguistic Society. – 1973. – p.292-305; Leech, G. Pragmatics of Politeness/ G.N.Leech. – Oxford; New York: Oxford University Press, 2014. – 343 p.; Grice, H.P. Logic and conversation. In: «Syntax and semantics», v. 3, ed. by P.Cole and J.L.Morgan, N.Y., Academic Press, – 1975. – p.41-58; Arundale, Robert B. An alternative model and ideology of communication for an alternative to politeness theory // Pragmatics, – 1999. 9, – p.119-154; Brown, P Politeness: Some Universalie in Language Usage / P.Brown, S.Levinson. – Cambridge: Cambridge Univ. Press, – 1987, – 345 p.; Sifianou, M. Politeness Phenomena in English and Greece. A cross Cultural perspective. / M.Sifianou. – Oxford: Clarendon Press, – 1992. – 254 p.; Coupland, N. Language, situation and the relational self. // In: Eckert, P. Rickford, J.R. Style and Sociolinguistic. Variation / N.Coupland. – Cambridge: Cambridge University Press, – 2001. – p.185-210; Culpeper, J. Politeness and impoliteness // Sosiopragmatics 5. Ed. Bublitz, Wolfram, Andreas H. Jucker., and Klaus P. Schneider. – Berlin: De Gruyter, – 2011. – p.391-436.; Angermuller, J. The Discourse Studies Reader / J.Angermuller, Dominique Maingueneau and Ruth Wodak. Main currents in theory and analysys. – Amsterdam: John Benjamins, – 2014. – p.2; Wodak, R. The Discourse of Politics in action. Politics as Usual. / R.Wodak – London: Palgrave Macmillan, – 2009. – 234 p.; Sacks, H., Emanuel, S., Gail, J. A simplest systematics for the organization of turn-taking for conversation // Language, – 1974. 50, – p.697-735; Fraser, B. Perspectives and politeness // Journal of Pragmatics, – 1990. 14, – p.234.; Holmes, J. Modifying illocutionary Force // Journal of Pragmatics, – 1984. 8, – p.345-365; Vuchinich, S. The Sequential Organization of Closing in Verbal Family Conflict. In Conflict Talk: Sociolinguistic Investigations of Arguments in Conversations. / S.Vuchinich – New York, Cambridge University Press, – 1990. – p.118-138.

[2] Abdulla, K. Azərbaycan dili sintaksisinin nəzəri problemləri /K.Abdulla. – Bakı: MTM-İnnovation, –2016. – 360 s.; Abdulla, K. Heydər Əliyev və multikultural təhlükəsizlik. / K.Abdulla. – Bakı: Sim-Sim, – 2023. – 215 s.; Abdullayev, Ə.Ə. Aktual üzvlənmə, mətn və diskurs. / Ə.Ə.Abdullayev. – Bakı: Zərdabi MMC, – 2011. – 272 s.; Məmmədov, A.Y. Diskurs təhlilinin koqnitiv perspektivləri /

T.V.Larina, A.N.Kojina, V.V.Gurinovich in Russian linguistics[3] and the others can be mentioned.

The object and subject of the research. The object of this research constitutes economic correspondence in English and its discourse patterns as forms of expression, as well as the concept of "politeness" as a manifestation of the communicative category of politeness. *The subject* of the research constitutes English economic correspondence, as well as systematization by summarizing of outcomes derived from the conceptual analysis of the concept of "politeness" considered within the framework of speech act theory.

The goal and objectives of the research. The main objective of the research consists of analyzing the means of expression of the concept of "politeness" in English economic correspondence and revealing their role and degree of significance in economic correspondence. In order to achieve the goal the following tasks set in the research work were carried out:

- to review existing ideas and approaches regarding the topic of correspondence in contemporary linguistics;

- to identify the stylistic possibilities of business correspondence;

A.Y.Məmmədov, M.Y.Məmmədov. – Bakı: Çaşıoğlu, – 2010. – 91 s.; Cahangirov, F.F. Dil və mədəniyyət / F.F.Cahangirov. – Bakı: Elm və təhsil, – 2014. – 308 s.; Səlimova, N. İşgüzar yazışmalar. Metodiki vəsait / – Bakı, – 2017. – 108 s.; Əbdülhəsənli, T. İşgüzar Azərbaycan dili / T.Əbdülhəsənli, A.Hüseynova. – Bakı: "İqtisad Universiteti" nəşriyyatı, – 2006. – 240 s.

[3] Драбкина, И.В. Прагмалингвистические аспекты письменного делового общения (на материале англоязычных текстов контрактов и деловой корреспонденции): /дисс. канд. филол. наук./ – Самара: Самарский государственный университет, 2001. – 209 с.; Крысин, Л.П. Речевое сообщение и социальные роли говорящих // – Москва: Наука, Социально-лингвистические исследования, – 1976. – с.49-52; Кузьмина, Л.Г., Сафонова, В.В. Типология социокультурных ошибок в англоязычной письменной речи русских обучаемых // Иностранные языки в школе, – 1998. №5, – с.31-34; Ларина, Т.В. Категория вежливости и стиль коммуникации: Сопоставление английских и русских лингвокультурных традиций / Т.В.Ларина. – Москва: Рукописные памятники Древней Руси, – 2009. – 512 с.; Кожина, М.Н. К основаниям функциональной стилистики / М.Н.Кожина. – Пермь: Пермское книж. изд-во, – 1968. – 251 с.; Гуринович, В.В. Деловая переписка на английском языке / В.В.Гуринович. – Минск: Харвест, – 2007. – 256 с.

- to determine the linguistic and stylistic features of English correspondence;

- to scrutinize the possibilities for informativeness in business correspondence;

- to determine the role of the economic discourse notion within the anthropocentric paradigm;

- to explicate the structure and rhetorical means of economic discourse;

- to enlighten the reciprocal relationship between cohesion and coherence in economic discourse;

- to describe the category of politeness in English economic correspondence;

- to identify the concept of "politeness" and its means of expression in business correspondence;

- to discern between positive and negative politeness;

- to analyze the national-cultural characteristics of the concept of "politeness";

- to analyze the role of the "politeness" concept in English economic correspondence.

Research methods. Observation, comparison, description, generalization and systematization, discourse analysis, contrastive analogy, contextual, linguocultural ways and methods have been utilized in the research work.

The main provisions of the defense:

– in a period while the approach to the languages and cultures of the peoples of the world is becoming more active, paying special attention to the problem of business correspondence, applying innovations to this field, specializing and developing the personnel, training specialists at the level of the requirements of the "Green World" have come to the forefront. Business writings from modern document types are required to meet the relevant requirements. In particular, young people who study the language features of business correspondence in English should set a target to acquire the ability to use it as a means of communication;

– instant messaging (IM – Instant Messaging) is a text-based, real-time communication model. In business correspondence the

management of tasks by virtual teams, various combinations of interactions depending on task management, speed of responses, and participants are employed;

– politeness represents a comprehensive socio-ethical communicative category exhibiting universal and national-cultural characteristics. The content plan of politeness is composed of communicative intentions characterized by certain semantics. The interpretation of politeness as a respectful behavior towards communication participants is a marker of its universality, and an interpretation based on the values specific to one or another culture is a marker of its specificity. The category of politeness which is manifested implicitly and explicitly in business correspondence has different means of expression in various languages;

– absolute politeness is the association of politeness with types of speech acts and owns positive and negative fields. These fields appear as intrinsic politeness and intrinsic impoliteness;

– it is essential to pay attention to the lexical, grammatical, and stylistic features of the language used in business correspondence documents. The formal-business style reflects the ways of usage of archaic words, the morphological characteristics of proper and common nouns owning different situations manifesting in various standards;

– the core of the business communication model constitutes intention of an addresser, and how an addressee evaluates it, whether it is perceived successfully or not. "Conjoint-Co-Constituting Model of Communication" encompasses the relevant assessment of whether the content is approved or not by the participants;

– the category of "politeness" considers an addresser as leading part of the communication act by being based on the theory of the "Rapport Management";

– in English business correspondence, the structural and communicative features of tag questions play a critical role in ensuring politeness. The structural-communicative characteristics of tag questions demonstrate their possession of "invariant contact meanings". Such constructions realize functions by prompting response reactions to information of lesser significance based on

stereotypes. They participate in stereotyped roles within conversations, dialogues, and remarks. The usage of tag questions in English spoken language emerges as a condition for either facilitating or softening the categorization of discourse;

– in English business correspondence a variety of linguistic units constitute the core of the modality field and it is located in its periphery of the modality and play a significant role in the communication process;

– the high frequency of individual linguistic forms in certain parts of the text is a predominant characteristic of business correspondence. The repetition of certain linguistic units is notably higher compared to other text types which is the result reflecting the conscious attention to standardization of language while portraying typical situations of business communication. The semantic characteristics of a business correspondence text are defined by its standardized composition and subject modality, as well as a fixed set of administrative and legal requisites.

The scientific novelty of the research consists of the systematic linguistic investigation of business texts and the conduct of content-appropriate analyses. In the research, the consideration of politeness as a national-specific communicative category representing a system of communicative strategies and regulating the communicative behavior of language users can be valued as the scientific novelty of the work.

Theoretical and practical significance of the research. The theoretical significance of the research consists of the topicality of the obtained results in term of general linguistics. The gained results can create conditions for a more in-depth study of new research works in this field. Additionally, they can be used in the investigation of similar problems in a number of other languages. The practical significance of the work is to apply the obtained results in the teaching of languages. In modern linguistics, the study of the semantic-functional and structural development of the language features of business correspondence can contribute to master this issue in depth.

Approbation and application. Reports were made on the core content of the dissertation at the meetings of the Department of Stylistics of the English Language of the Azerbaijan University of Languages. Articles and theses about the research have been published in local and foreign scientific journals. The outcomes of the research can be applied in the development of methodological and teaching materials related to business correspondence, in the writing of research papers, and in the compilation of business dictionaries for teaching English for specific purposes.

The organization where the dissertation was performed. The work was performed at the Department of Stylistics of the English Language at the Faculty of Philology of Azerbaijan University of Languages.

The structure of the dissertation with a sign including a separate volume of the structural units of the dissertation. The dissertation consists of an Introduction, 3 chapters, a conclusion, a list of references, appendices and English terms used in the research and their definitions. The introduction of the dissertation is 6 pages, 10587 characters, the first chapter is 52 pages, 89981 characters, the second chapter is 37 pages, 68570 characters, the third chapter is 53 pages, 93769 characters, the conclusion is 3 pages, 5938 characters. The total volume of the dissertation is 268844 characters, excluding the list of references used and appendix.

THE MAIN CONTENT OF THE DISSERTATION

In the introductory part of the dissertation the topicality of the research is grounded, the object and subject of the study, its goals and objectives are defined, the provisions submitted for defense are presented, the scientific novelty, theoretical, and practical significance are elucidated, the language material and research methods are described, and information is provided regarding the approbation**,** application, and structure of the work.

In the first paragraph titled *"Correspondence and its stylistic forms"* of Chapter I entitled **"Correspondence in Modern Linguistics"** of the research work stylistic aspects are examined. The

official-business style as an essential component of the literary language implements predominant social functions. According to M.N.Kojina "*When language is employed in real-world situations, its system is not merely realized; rather, it undergoes a process of restructuring that is contingent upon the communicative demands of its specific field of use.*"[4]

In the usage of English for business purposes as a means of international communication people increasingly faced with "multiple national and cultural identities' "in the context of globalization. According to L.A.Lukyanova, *"business communication takes place within a sociocultural context defining the position of the communicators in society and business. Business correspondence follows certain professional standards, particularly brevity and conciseness, as well as have an emotional and neutral form of expression."*[5]

The language of official documents in the official-business style is divided into two parts: the language of official documents and the language of business documents. Documents prepared by state or government organizations and officially approved (such as the decrees of president, government orders, or ministerial orders) are considered official documents. Meanwhile, business documents pertain to citizens. Examples of business documents include applications, resumes, reports, references, announcements, and so on[6].

In business correspondence textual and language norms must be taken into consideration. Textual norms encompass the structural requirements of certain parts and types of the document. As for the language norms, the limitations of the usage possibilities set for the language units in the context of the document are characteristic. In the initial stage the determination of meaning established within the

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[4] Кожина, М.Н. К основаниям функциональной стилистики/ М.Н.Кожина. – Пермь: Пермское книж. изд-во, – 1968. – с.140.

[5] Лукьянова, Л.А. Настольная книга бизнесмена (Курс английского языка по коммерческой деятельности и формам деловой коммуникации)/ Л.А.Лукьянова. – Москва: ГИС, – 2001. – с.524.

[6] İşgüzar yazışmalar üzrə məşğələ mühazirə mətnləri / – Bakı: Azərbaycan Dövlət İqtisad Universiteti, – 2015. – s. 33.

extralinguistic field is taken account in a text. Building the internal schematic structure of the work is also a prerequisite. Subsequently, requisites are determined. Requisites, constituting a collection of legally essential information, hold significant importance in correspondence. The following requirements exist: 1) addresser; 2) addressee; 3) dates of writing and posting.

In business writings the imprecise definition of the lexical meanings of words leads to errors. This is often encountered in the use of paronyms, pleonasms, tautology, etc. For example, "Affect/effect", "compliment/complement"; "free gift", "cash money", "unexpected surprise"; "added bonus", "future prospects", "past history" etc.

The usage of jargons is rarely encountered in business correspondence. The word of jargon is perceived in two notions: 1st meaning is incoherent language, and the 2nd meaning is the technical language of any profession. The second type of jargon is used relatively more often in correspondence. However, the use of jargon in business correspondence is unacceptable.

Business texts can be single-aspect and multi-aspect. The single-aspect nature of a business letter refers to its part that does not require a response. Multi-aspect texts include: 1) sections; 2) paragraphs; 3) sub-paragraphs; 4) passages. Multi-aspect texts are typical for business correspondence. They consist of an introduction, a main part, and a conclusion. In the introduction part references to documents, its separate sections, the part reflecting the main essence of the letter, and the note of the fact are pointed out. In the reference part the type of document, its author, date, registration, and title are indicated. In the main part a description of the information, the complexity level of the situation, analysis, and evidence are observed. In the conclusion part contains requests, rejections, and proposals are illustrated.

There are two parts in business correspondence: first – incoming and second – outgoing. The main point is that the writing should be in a style understandable to the other party. This is a predominant condition for the parties to reach agreement on certain issues, share ideas, and exchange inform.

In the second paragraph of the Chapter I, titled *"Features of English correspondence"* the characteristics of business correspondence are analyzed. Sh.Teylor, a respected author of business communications publications writes that *"The most significant components of a business letter are its presentation, structure, language, and tone."*[7] Business correspondence must be prepared based on the following requirements:

– accurate – The facts must be carefully examined, all details related to the matter and the main purpose of the information must be included and carefully edited;

–brief – Sentences must be short in business correspondence. It is recommended to use simple expressions in sentences;

– clear – Simple and understandable English must be used in correspondence. While addressing the interlocutor it is necessary to avoid formality, officialness, and rudeness.

The programs related to business correspondence should be developed taking into account the following factors: 1) the implementation of language policy; 2) the level of approach to the study and teaching of business correspondence in society; 3) document handling methods.

Business documents, such as orders; decisions; letters; agreements; acts; contracts; protocols; faxes; telegrams; certificates, etc., have their own specific writing techniques.

Documents have prescriptions over their characteristics.

E.A.Musayev categorizes documents based on their writing technique as follows: *1) written documents. Such documents constitute 95% in documentation; 2) graphic documents. These documents are considered convenient for everyone, regardless of foreign language knowledge, because schemes, drawings, and graphs are well-read by personnel in the enterprise, and the understanding process is easy; 3) kino-photo-phono documents."*[8]

E.Cloose classifies business letters into two groups based on complex characteristics: *"The first group is single-aspect letters*

[7] Taylor, Sh. Model Business Letters, Emails & Other Business Documents/ Sh.Taylor, L.Gartside. – Prentice Hall, Pearson Education, – 2004. – p.1

[8] Musayev, E.Ə. Kargüzarlığın təşkili / E.Ə.Musayev. – Bakı: Qanun, – 2012. – s.20.

containing information where only one issue or problem is considered. The second group includes multi-aspect letters where several issues are considered simultaneously."[9]

Business letters are classified according to the addresser's intention as follows[10]: 1) for conveying information: inquiry letter, proposal letter, information letter, notification letter, etc.; 2) for maintaining mutual relations: condolence letter, thank-you letter, congratulatory letter, etc.; 3)encouraging action: complaint letter, request letter, recommendation letter, offer letter, etc.

Documents are divided into types according to their content and field of use. For example, N.Salimova identifies 5 types of documentation: 1) organizational; 2) financial; 3) commercial documents; 4) personnel documents; 5) documents related to citizens' applications, complaints, and suggestions[11].

Documents are differentiated based on being internal or external. Internal documents are prepared by personnel within the organizational structure. Conversely, external documents originate from external entities. From a content perspective, documents are categorized into simple and complex groups. Simple documents address a singular issue, whereas complex documents encompass multiple issues. Regarding their format, documents are classified into individualized, stencil-based, and standardized forms. Individualized documents exhibit the distinctive handwriting of the employee, with personal creative attributes taking precedence. Stencil-based documentation is a process where a portion of the document is pre-printed, while the remaining sections are completed manually. Standardized documents in contrast, demonstrate uniformity, and their completion protocols are applicable across all personnel.

Documents are divided into originals, copies, extracts, and duplicates according to their prescriptions. The original document is

[9] Cloose E. Le Francais du monde du travail / E.Cloose. – P.: d. Presses universitaire de Grenoble, – 2006. – p. 23.

[10] Винокур, Т. Г. Информативная и фатическая речь как обнаружение разных коммуникативных намерений говорящего и слушающего / Т.Г.Винокур // Коммуникативно-прагматический аспект. – Москва: Наука, – 1993. – с.29.

[11] Səlimova, N. İşgüzar yazışmalar / N.Səlimova. – Bakı, – 2017. – s.54.

considered the one prepared for the first time. A copy of the document is identical to the original and has the word copy written on it.

In English business correspondence, paragraphing is a fundamental aspect of text organization. In business letters, paragraphs are not autonomous; rather, they are logically connected to one another. Business letter texts employ a stylistic nuance known as "activation," which is structured around first-person narration. For example: *"I am delighted to hear of your new appointment to the Board"*.

Business writings incorporate 4 components: 1) purposefulness; 2) planning; 3) execution; 4) correct formatting.

In all cases, analysis and synthesis must come into forefront first in every matter.

According to K.M.Abdullayev, *"it is crucial to distinguish the characteristics pertaining to a linguistic unit within the text and to examine each of these attributes separately."*[12]

The accurate utilization of language units holds significant importance in the composition of English-language business correspondence and ensure the clear and precise conveyance of information within the text. Furthermore, linguistic units promote precision, clarity, and professionalism in English-language economic texts and contribute to readers' correct comprehension and analysis of the information/

In the third paragraph Chapter I, titled *"Informativeness in Correspondence"* the characteristics of informational content in business texts are analyzed. Meticulous attention must be paid composing business letters and the information conveyed must be in clear and comprehensible language. Repetition of facts should be avoided, and no more information than what the addressee has requested should be provided. The main types of communication that serve the purpose of transmitting information are as follows:

1) oral communication**.** Negotiations, discussions, meetings;

2) communication. Letters, emails, messages, reports, etc.;

3) body language and non-verbal communication**.** Gestures,

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[12] Abdulla, K. Azərbaycan dili sintaksisinin nəzəri problemləri / K.Abdulla. – Bakı: MTM-İnnovation, – 2016. – s.258.

facial expressions, body posture, etc.;

4) electronic communication. Carried out through email, social media, video conferences, and other technological means;

5) mass communication. A form of communication directed at a wide audience through media.

Each document has its own unique information load. According to K.M.Abdullayev "*information is not just any data, it is exclusively the part of the data that is new.*"[13]

The concept of informativeness encompasses semantic and content aspects, and as a result, two types of letter classifications are possible in business correspondence:

- letters requiring a response;
- letters not requiring a response.

Business letters must be prepared according to standards. In these writings archaic and outdated words are preserved for a long time. At this time, style of composing is of great importance.

The pragmatic aspect of a business letter is directed towards the study of the final outcome of communication and the degree of its impact on the addressee. This aspect also encompasses the author's attitude towards the communicative act. A business communication act is a sequence of specific steps that transfer information from one point to another, such as inquiries and proposals, involving programmed speech stimuli and responses. Business communication commences with a stimulating communicative act – for example, an information letter or an inquiry.

In business text the intention of the speech must be indicated clearly and understandably for the addressee without the use of subtext and indirect means of expression. Explicit intentions are expressed directly with performative predicates[14].

The main purpose of a business letter is to convey important information to the addressee, to establish and maintain business relations with the addressee, and to encourage the addressee to take

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[13] Abdulla, K. Azərbaycan dili sintaksisinin nəzəri problemləri / K.Abdulla. – Bakı: MTM-İnnovation, – 2016. – s.198.

[14] Формановская, Н.И. Размышления о единицах общения / Н.И.Формановская // Русский язык за рубежом. – 2001. № 1. – с.57.

the action expected by the author. The success of a business letter depends on the development of its composing strategy and knowledge of the cultural characteristics of the communicators.

In the first paragraph titled *"The structure of economic discourse and rhetorical means"* of Chapter II entitled **"The role of economic discourse in the modern linguistic paradigm"** discourse is explained as a hierarchical communication accompanying the socially significant process of interaction between people. The analysis of institutional discourse must be taken into account the following parameters: the role-status characteristics of the participants; the conditions, time, and place of the action; the subject and purpose of communication, styles and genres, discursive formulas, etc.

Economic discourse is also an institutional discourse. A.A.Sheremetyev explains the purpose of economic discourse such as follows *"1)to elucidate the events taking place in the economic life of society; 2) to provide information about the state of the economy; 3) the formation of attitudes towards various changes and motivation for certain actions; 4) the creation of economic theories; 5) the study of economic development trends, as well as the living standards of the population."*[15]

The term economic discourse in academic English refers to the utilization of language to convey ideas, policies, and information pertaining to economic activities, systems, and phenomena in the field of economics.

Economic discourse is not merely a means of expressing professional knowledge, but also due to its multifunctionality it allows the subject to comprehend economic reality and reflects the historical experience of economic management, forms and describes objective reality through the typical division of discourses.

In A.Y.Mammadov's view, *"discourse is organized with the help of linguistic means belonging to all levels. These language means, in addition to the function of placing events on the temporal*

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[15] Шереметьева, А.А. Основные характеристики экономического дискурса (на материале немецкого языка) //Вестник Кузбасской государственной педагогической академии, – 2011. № 7 (13), – с.7.

and spatial plane, also participate in the thematic development that ensures coherence in the discourse as a whole."[16]

The character of discourse requires context. In this case, it's essential to take into account and clarify the participant's knowledge, worldviews, cultural backgrounds, interactive engagement skills, and norms of politeness. In approaching the issue from these perspectives, discourse-by encompassing time and space shapes thematic progression. As thematic progression is realized, many points characteristic of social group representatives are revealed and everyone demonstrates their individual roles.

The formal rhetoric of economic discourse allows it to be classified as a type of scientific discourse. The collection of linguistic tools being at the modern individual's disposal constitutes the understanding of economic discourse for reflecting the subject field of knowledge about economics. It should be noted that rhetoric is an effective means of achieving objectives by logically, persuasively, and impactfully utilizing language. In economic correspondence various forms of rhetoric have the following functions:

1) persuasiveness;
2) adaptation to the audience;
3) ethos and credibility;
4) clear and understandable communication;
5) emotional appeal (pathos);
6) purposeful argumentation;
7) linguistic strategies.

Let's take a look at rhetorical language strategies in letter format:

"Dear [Recipient's Name],

I am writing to express my gratitude for your ongoing support and collaboration. Over the past year, your contributions to our team have been invaluable, and I want to take this opportunity to acknowledge and commend your hard work and dedication.

Your leadership and innovative ideas have played a significant role in driving the success of our recent projects. Your ability to

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[16] Məmmədov, A.Y. Diskurs təhlilin koqnitiv perspektivləri / A.Y.Məmmədov, M.Y.Məmmədov. – Bakı: Çaşıoğlu, – 2010. – s.26.

inspire and motivate others has helped create a positive and productive work environment, and I am truly grateful for your contributions.

As we move forward, I am confident that together we can continue to achieve great things. Your expertise and commitment are instrumental to our shared goals, and I look forward to our continued partnership.

Once again, thank you for your outstanding work and dedication. I am honored to work alongside you and am excited about what we can accomplish together in the future."

Warm regards,

[Sender's Name]"

1) purpose – The main purpose of the letter is to express gratitude to the addressee for their assistance and collaboration.;

2) audience – The letter is addressed to a concrete addressee and acknowledges their role and assistance within the organization. The used language is adapted to convey appreciation and respect for the addressee's efforts;

3) ethos, credibility – The addresser establishes credibility by acknowledging the addressee's leadership, innovative ideas, and dedication;

4) pathos – emotional appeal – The letter evokes emotions of gratitude, pride and camaraderie by using expressions such as "express my gratitude," "commend your hard work and dedication," and "excited about what we can accomplish together";

5) logos-logical – While the letter primarily focuses on emotional and relational aspects, it also utilizes logic by highlighting the addressee's role in the success of recent projects and the importance of their continued cooperation in achieving common goals;

6) tone and language – The tone of the business letter must be moderate. By using polite expressions such as "thank you", "commend", and "appreciation" creates an overall positive tone and strengthens the message of gratitude.

In the second paragraph of Chapter II, entitled *"Cohesion and coherence in economic discourse"* the important role of the linguistic means that establish the unity of structure (cohesion) and

content (coherence) in structuring the functional perspective of economic discourse is highlighted. R.de Beaugrande and W.Dressler present cohesion and coherence as two fundamental standards of textuality: *"A text can be oral or written, prose or poetry, dialogue or monologue. A text is a supra-phrasal, complex syntactic whole; it is not defined by its size, it is larger than a sentence and differs from a sentence."*[17]

Cohesion ensures the structural integrity of the text. Coherence has a semantic nature; it indicates the meaning relationships in the text. According to I.R.Galperin, "*Cohesion is a specific type ensuring continuity, that is, the logical or spatial interdependence of separate pieces of information, facts, actions, etc.*"[18] In the author's opinion *"Cohesion is a category of the logical plan, while integration is more a category of the psychological plan. ...if cohesion is regulated in the syntagmatic section, integration can be conceived as a paradigmatic process.*"[19]

Cohesion is a line, integration is a vertical relationship. The integration ensuring the integrity of the text strives for its completeness. As a result, integrity is associated with the content of the text, while coherence is associated with the plan of expression.

Therefore, as Z.Y.Turayeva also wrote *"these two categories are combined into a single category, although in the reality of actual speech there is no equality between wholeness and coherence, even though they are in close interaction."*[20]

Identifying coherence with cohesion is not appropriate, because coherence is a characteristic of the text, while cohesion is the essence of the characteristics of units larger than a sentence in the text.

According to O.I.Moskalskaya *"Coherence is the logical-semantic, grammatical (syntactic), and stylistic connectedness and the interdependence of the sentences forming it. The coherence of a*

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[17] Beaugrande, R. Introduction to text linguistics / R. de Beaugrande, W.Dressler. – New York: –1982. – p.1.

[18] Гальперин, И.Р. Текст как объект лингвистического исследования / И.Р.Гальперин. – Москва: Наука, – 1981. – s.73.

[19] Ibid, – p.131.

[20] Тураева, З.Я. Лингвистика текста: Текст: структура и семантика / З.Я.Тураева. – Москва: Просвещение, – 1986. – с.83.

text is the outcome of the interaction between logical-semantic, syntactic, and stylistic types of cohesion."[21]

According to K.M.Abdullayev *"The cohesion of the text, that is, the sum of the intra-textual relationships of its components is realized with the help of a number of factors. ...any level of language contributes something to cohesion, and it is necessary to distinguish between two of the most generalizing groups of these means. One of these is the semantic relationship of the components, and the other is the structural relationship of the components.*"[22] According to A.A.Abdullayev *"the text has both internal and external structure.*"[23]

Coherence is broader than cohesion. It concerns not only the formal-grammatical aspects of the connection of utterances, but also the semantic-pragmatic and interactive connectedness of the discourse, as well as the global, that is, the content (coherence) connectedness that acts as a clarification of the categories of informativeness and integrity of the text's formal connectedness (cohesion).

Let's analyze cohesion and coherence in economic discourse.

1. *"I appreciate your help with this project. Thank you.";*

2. *"Could you please provide me with some feedback on the presentation?"*

In the first sentence to express gratitude – "I appreciate your help" and "Thank you" preserving unity by combining these expressions. In the 2nd sentence association is established with a polite request, "Please," subsequently followed by a specific request for feedback about the presentation.

Let's focus on the analysis of coherence in economic discourse:

The use of the word "please" in the sentence gives it a polite tone and aligns it with social etiquette norms. Because of the opinion

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[21] Москальская, О.И. Грамматика текста / О.И.Москальская. - Москва: Высшая школа, – 1981. – p.46.

[22] Abdullayev K.M. Azərbaycan dilində mürəkkəb sintaktik bütövlər / K.M.Abdullayev, A.Y.Məmmədov, M.Musayev və b. – Bakı: Mütərcim, – 2012. – s.107.

[23] Abdullayev, Ə.Ə. Aktual üzvlənmə, mətn və diskurs / Ə.Ə.Abdullayev. – Bakı: Zərdabi MMC, – 2011. – s.178.

poll is directly related to the mentioned presentation coherence is maintained in the sentence. The word "please" does not break the rule by expressing politeness and by adapting the request to the context of the presentation. As K.M.Abdullayev also wrote *"the cohesion of the text, that is, the totality of the intra-textual relations of the components is realized with the help of a number of factors."*[24]

The cohesion of a text is important in ensuring semantic consistency and connectedness in the text, making it easily understandable to the reader and it is all-important in presenting as unified structure, However, the coherence of a text ensures that the content of the text is meaningful, logical, and harmonious, and plays an important role in a discursive approach.

In the 1st paragraph, titled ***"The concept of "Politeness": positive and negative politeness"*** of Chapter III entitled **"Politeness as a persuasion strategy in English economic correspondence"** the means of expressing politeness realizing in English texts are examined.

The concept of "Politeness" encompasses people's mutual relationships and their influence on each other during conversation.[25] According to G.Leech, politeness *"is a universal human phenomenon and is a form of communicative behavior existing across a spectrum of languages and cultures."* [26] According to P.Brown and S.Levinson explain politeness as the preservation of a person's "face". The authors consider it important to distinguish between "negative face" and "positive face". They interpret *"every adult's desire for freedom in their actions, the impermissibility of others' interference" under the concept of "negative face"*[27], while under "positive face" as their desire to be "*the kind of person that*

[24] Abdulla, K. Azərbaycan dili sintaksisinin nəzəri problemləri. Yenidən işlənmiş və əlavələr edilmiş ikinci nəşri / K.Abdulla. – Bakı: MTM-İnnovation, – 2016. – s.289.

[25] Brown, P Politeness: Some Universalie in Language Usage / P.Brown, S.Levinson. – Cambridge: Cambridge Univ. Press, – 1987. – 345 p.

[26] Leech, G.N. Pragmatics of Politeness/ G.N.Leech. – Oxford; New York: Oxford University Press, – 2014. – p.12.

[27] Brown, P Politeness: Some Universalie in Language Usage / P.Brown, S.Levinson. – Cambridge: Cambridge Univ. Press, – 1987. – p.129.

others admire."[28]

A specially designed series of rules maxims are a collection of concise and easily memorable expressions of basic principles, general truths, and rules of behavior. Extensive information about maxims are provided in the works of H.P.Grice, R.T.Lakoff[29] and others.

The maxims of politeness principles are as follows:

I. Tact maxim: a) minimizes own assigned value; b) maximizes the benefit to others.

II. Generosity maxim: a) decreases its own benefit; b) increases the benefit to the other.

III. Approbation maxim: a) minimizes self-praise; b) maximizes praise for others.

IV. Modesty maxim: a) minimizes self-praise b) maximizes self-criticism.

V. Agreement maxim: a) minimizes discord between the oneself and others; b) maximizes agreement between the oneself and others.

VI. Sympathy maxim: a) minimizes antipathy between the oneself and others; b) maximizes affection between the oneself and others.

While critics generally acknowledge G.N.Leech's politeness principles, some reckon that they are problematic. According to J.M.Babayev "*G.Leech's maxims are not flawless and can create conflict among themselves. For example, the maxim of modesty and the maxim of generosity encourage declining complimentary offers whereas the maxim of agreement necessitates accepting the offer.*"[30]

The second target of criticism of the principles of politeness was related to G.N.Leech's equating impoliteness with directness. Directness can be an appropriate form of impoliteness in a

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[28] Brown, P Politeness: Some Universals in Language Usage / P.Brown, S.Levinson. – Cambridge: Cambridge Univ. Press, – 1987. – p.62.

[29] Grice, H.P. Logic and conversation. In: «Syntax and semantics», v. 3, ed. by P.Cole and J.L.Morgan. – N.Y.: Academic Press, – 1975. – p.41-58; Lakoff, G. More than Cool Reason // A Field Guide to Poetic Metaphor / G.Lakoff, M.Turner. – The University of Chicago Press, – 1989. – p.34-36.

[30] Babayev, C.M. Praqmalinqvistikanın əsasları / C.M.Babayev. – Bakı: Mütərcim, – 2024. – s. 212.

conversational situation.

Politeness is a universal phenomenon. According to R.T.Lakoff, there are 3 types of politeness: 1) distance politeness; 2) deference politeness; 3) camaraderie politeness[31].

In the second paragraph of Chapter III titled *"Cultural-specific strategy of the concept of the "Politeness"* indicates the complex relationship between language and culture. The concept of "politeness" plays a significant role in the formation of cultural relations. Politeness norms are specifically taken into account in the verbal and non-verbal behaviors of people belonging to different cultures. At this time, tolerance and communicators' respect for the cultures of other peoples directly impact on the formation of cultural relations. Communication is carried out in the following ways:

1) group discussion;
2) online forums;
3) conversation;
4) social media relations;
5) collaborative writing.

The concept of "politeness", attention is drawn to the theory called "rapport management" draws attention along with the discursive approach to the concept of "politeness". O.H.Spencer considers it as an interactive activity. Various factors do not pass without influencing language choice in the theory called "rapport management". Herein contextual diversity has no restrictions such as power, social distance, or the ability to impose or impose on others. The author includes *the number of participants, their socio-interactive roles, and types of activities*" here[32]. He suggests various types of "power" and notes that they are tested by people in diverse contextual roles. The assessment of those powers carries national-cultural characteristics at the intersection of certain relationship. Social distance is similarly potentially and complexly composed of various components:

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[31] Lakoff, R.T. Language and Woman's place. / R.T.Lakoff. – Oxford University Press, – 2004. – p.87.
[32] Spencer, O.H. Culturally Speaking: Culture, Communication and Politeness Theory (2nd ed.). / H.O.Spencer. – London: Continuum, – 2008. – p.6.

– similarity/difference;

– frequency of contact;

– duration of acquaintance;

– familiarity, recognition;

– similar thinking, positive, negative influence.

These components impact on the formation of national-cultural strategy. O.H.Spencer calls "*the communication among people from different cultures as intercultural communication and the comparison between cultures as intersecting cultures.*"[33]

Cross-cultural differences are characterized by their influence on the "rapport management" theory. Rapport is very important for effective communication and building favorable relationships in business correspondence and meetings.

H.P.Grice discusses 4 principles of cooperation to ensure the success of communication:

1) maxim of quantity. The utterance should not carry less or more information than is required for the addressee to understand the speaker's intention;

2) maxim of quality. Not conveying information considered false, and not speaking without sufficient basis;

3) maxim of relation. To avoid straying from the topic, and speak solely and exclusively about the essence;

4) maxim of manner. To be laconic and instant, avoiding convoluted expressions, ambiguity, and verbosity, and expressing thoughts clearly, concisely, and consistently. Let's analyze the maxims of dialogue[34]:

– A: *"Did you enjoy the movie?";*

– B: *"It had some good moments".*

Maxim of quantity: B's answer is short and adhering to the maxim of quantity, does not provide excessive information.

Maxim of quality: B's answer in accordance with the maxim of quality contains no false information or lack of evidence.

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[33] Spencer, O.H. Culturally Speaking: Culture, Communication and Politeness Theory (2nd ed.). / H.O.Spencer. – London: Continuum, – 2008. – p.6.

[34] Grice, H. P. Logic and conversation. In: «Syntax and semantics», v. 3, ed. by P.Cole and J.L.Morgan. – N.Y.: Academic Press, – 1975. – p.43.

Maxim of relation: B's answer is appropriate to the question about the film.

Maxim of manner: B's answer is clear and simple.

Let's focus on the application of maxims in business correspondence:

1) maxim of quality . For example: *"We are confident that the new marketing strategy will increase sales by 15%, based on last quarter's performance analysis.".*

2) maxim of quantity. For example: *"The budget proposal includes $1 million for marketing, $500,000 for R&D, and $300,000 for HR. Further details are available in the attached document".*

3) maxim of relation. For example: *"Regarding your inquiry on the shipping timelines, our current delivery schedule allows us to ship within 5 business days".*

4) maxim of manner:

For example: "Please find below a summary of the financial results for Q3:

Revenue: $10 million

Expenses: $7 million

Net profit: $3 million."

Politeness strategies are used to protect the speaker's and listener's "face" and "social standing". R.T.Lakoff's theory of "politeness principles" includes two rules: 1) to express information clearly; 2) to be polite[35]. According to the author, "*All of H.P.Grice's postulates correspond to his first principle.*"[36] We would like to remind you that politeness criteria must absolutely be taken into account in business correspondence.

The special significance of concepts in economic correspondence are noted in the third paragraph of Chapter III, titled **"The reflection of the "Politeness" concept in modern English correspondence"** notes that the concepts hold particular significance in economic correspondence. The use of concepts expressing specific

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[35] Lakoff, R.T. The logic of politeness; or, minding your p's and q's. / Papers from the ninth regional meeting of the Chicago linguistic Society. – Chicago: Linguistic Society, – 1973. – p.303.

[36] Ibid, – p.303.

norms of politeness is a key requirement in economic correspondence. For example, G.N.Leech divides speech acts into the following classes:

1) to engage in argument (competition). The participants' illocutionary goal does not fully coincide with the communicants' social goals;

2) festive speech act (entertainment). The illocutionary purpose of the participants completely aligns with the communicants' social goals. This category includes matters such as etiquette formulas and discourse.

3) cooperation. This includes representatives and declaratives;

4) disputable (controversial). Herein, the illocutionary act is included in contradictions for social purposes[37].

It is important to pay attention to the stylistic features of language in business correspondence because the used language units are a crucial condition for the development of relationships. The direct and indirect use of language units implements various communicative purposes in speaking and writing.

Expressions of politeness can be implicit and explicit in economic correspondence. A statement without specific linguistic markers can fulfill its function in implicit politeness. Explicit politeness is considered normal as verbal and non-verbal behavior. J.L.Austin divides speech acts into 5 groups according to illocutionary function: *1) exercitives; 2) commissives; 3) verdictives; 4) behabitives; 5) expositives*[38].

According to J.R.Searle *"speech acts differ in terms of the functions they perform in communication."*[39] They can be requests, commands, etc., while performing illocutionary and perlocutionary functions depending on the motive, desire, and belief. J.R.Searle divides illocutionary acts into 5 groups by taking these parameters

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[37] Leech, G.N. Principles of Pragmatics / G.N.Leech. – London: Longman, – 1983. – p.104.

[38] Остин, Дж.Л. Слово как действие. Перевод с английского А.А.Медниковой. // Новое в зарубежной лингвистике: Вып. 17. Теория речевых актов. Общ. ред. Б.Ю.Городецкого. – Москва: Прогресс, – 1986. – с.131.

[39] Серль, Дж.Р. Классификация иллокутивных актов //–Москва: Прогресс, Новое в зарубежной лингвистике, вып. 17, Теория речевых актов, – 1986. – с.171.

into account: 1) *representatives*; 2) *directives;* 3) *commissives*; 4) *expressives*; 5) *declaratives.''*[40]

Deictics are important in matters of politeness. For example:

"Dear John,

I hope this letter finds you well. I am writing to express my gratitude for your kindness during my recent visit to your home. The warmth of your hospitality made me feel right at home, and I truly appreciate your generosity.

As we discussed, I am enclosing some photographs from our trip. Here are the memories we shared together, captured in these snapshots. I hope they bring back fond memories of our time together.

Please, give my regards to your family. I look forward to our next meeting and creating more memories together."

The deixis in the example are as follows:

1) pronouns. "I", "you," "we" and "our";

2) adverbs of place. "Here" and "there";

3) demonstrative pronouns. "This" and "that";

4) time words. "Recent" and "next";

5) social deixis. Social deixis refers to relationships and roles, such as honorifics and kinship titles.

Deictic reference is used to establish personal and social relationships between the addressee and the addresser in letters. According to K.M.Abdullayev *"Deictic elements serve as powerful means of expressing the internal connections between components in a text. ...deictic elements possess a referential function that establishes the relationship between signs and other participants of the communication act."*[41]

The main principle of politeness is to understand the feelings of others and create harmony with good intentions. However, each culture and language speaker has mechanisms that indicate "polite" or "impolite" intentions. Therefore, the concepts of "good/bad" and

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[40] Серль, Дж.Р. Классификация иллокутивных актов //–Москва: Прогресс, Новое в зарубежной лингвистике, вып. 17, Теория речевых актов, – 1986. – с.172.

[41] Abdulla, K. Azərbaycan dili sintaksisinin nəzəri problemləri / K.Abdulla. – Bakı: MTM-İnnovation, –2016. – s.295.

"fair/unfair" can be diverse. The universality of politeness principles is a key problem, as these principles can vary across different language cultures. Some communicators may use face-threatening expressions veiled in "politeness."

The following **conclusions** have been obtained based on the theoretical sources related to the topic and the analysis of specific linguistic material:

1. It can be said that the most characteristic features of the official business style are accuracy, objectivity, standard, conciseness referring to the results of the research dedicated to the study of pragmalinguistic aspects of written business communication based on the materials of English-language texts of business correspondence. The textual architecture of business correspondence, while exhibiting a stable framework, is also subject to individual variation encountered within distinct segments of the formal business communication sphere. Despite business correspondence belonging to the monologue speech type, dialogic features are reflected at the architectonic level in English written communication.

2. Despite the analysis of existing approaches concerning the formal business functional style and its genres, the fundamental categorical features of business texts, and the inventory of socio- and pragmalinguistic markers in the organization of the communicative space of written business texts the essence of the working hypothesis regarding the drafting and communicative organization of formal texts can be summarized as follows: a) official-business the texts of the style can be varied at the level of linguistic composition and communicative organization; b) the communicative-intentional goal of the parties is reflected in the texts of the business contract; c) text of contract is characterized by a high level of preparedness among the communication participants. Communicants act as representatives of their respective organizations and are specified within the contract text; d) in the linguistic composition of the "text" of the contractual partners, the symmetry of their social roles is preserved depending on the communicative strategy implemented in the text of the contract.

3. The intensification of the approach to the culture of world languages highlights issues such as paying special attention to business correspondence, the application of innovations in this field, the specialization and improvement of personnel, the training of specialists meeting the requirements of the "Green World", and so on.

4. Politeness rules are manifested in virtual form in computer-oriented discourses as well as live verbal communication. In personal e-mails the principles of politeness are abided by. In the process of instant messaging, in business correspondence participants transmit information through computer-oriented technologies and participate in exchange processes. The similarity of instant correspondence to face-to-face interaction justifies its synchronous, spontaneous, interactive, confidential, and limited-structured nature.

5. The concept of "politeness" plays a significant role in the formation of cultural relations. In the verbal and non-verbal behavior of people belonging to different cultures particular attention is paid to the criteria of politeness, because tolerance and mutual respect have a direct impact on the development of intercultural communication. This linguistic phenomenon is manifested both implicitly and explicitly in business correspondence. The implicit form involves communicative acts without specific linguistic markers and it is needed to reply the addresser's intentions in turn. The explicit form manifests itself as verbal and non-verbal behavior.

6. It is known that the offer speech act in economic correspondence is a form of intrinsic politeness, i.e., internal politeness, while the command speech act expresses intrinsic impoliteness during the analysis of absolute and relative politeness. Relative politeness, on the other hand, involves the ratio of norms that manifests as the unpleasant aspect of criticism. Positive and negative politeness field often form the basis of the communicative situation. Positive politeness implies the realization of the addressee's intention, and in this case, the interests of the speaker and the listener coincide. Negative politeness involves distance and the backgrounding of the person's thoughts.

7. The "Maxim" consists of a series of specially formulated rules and a collection of short and easily memorable expressions of a fundamental principle, general truth, and behavioral guidelines. This characteristic creates a basis for equating aphorisms and proverbs with maxims.

8. Language features appearing in various business situations and having diverse standards form the communicative basis of English-language business correspondence. Common and proper nouns, names and surnames, names of departments and organizations used in the texts of business correspondence have special morphological characteristics. In the texts of business letters, there are instances of resorting to metaphors at the stylistic level, giving place to fixed word combinations in that sentence.

9. The structural-communicative characteristics of tag questions in contemporary English reflect their possession of "invariant contact meanings." These interrogative adjuncts in spoken English serve to implement or mitigate the categorization of discourse. Such syntactic constructions realize functions by provoking information that is not of particular importance in business correspondence over stereotypical response reactions. They emerge out as reactive turns embodying stereotypical roles within dialogues and replica in the implementation of communication.

10. The factors forming the basis of business communication are the addresser's intention and the addressee's level of evaluating that intention. The success or failure of a business conversation depends on these factors. The "Conjoint-Co-Constituting Model of Communication" that manifests at this time focuses on the feelings and thoughts of the participants and reflects whether the content is accepted by the addresser and addressee, as well as their evaluation of it.

11. The theory of "Rapport Management" being based on the concept of politeness characterizes the influence of various factors on language choice with including the dominance of the addressee's act. Herein contextual variations are not limited in terms of power and social distance.

12. In business correspondence the language units composing of the core of modality field and located on its periphery play an important in the communication process. Modal phrases act as modifiers to move away from the linear use of speech and soften its assertiveness. Modifiers encompassing a wide range of words and phrases are used to mitigate the categorization of modality and express the subjectivity of thought, modal phrases are dominant among declaratives, which hold particular importance in softening the categorization of speech in English business correspondence. They explicitly represent the speaker's attitude towards the utterance through a syntactically straightforward method of expression. Lexical-syntactic modifiers include verbs that indicate mental activity and modal expressions.

The main content and scientific provisions of the dissertation are reflected in the following articles and thesis by the author:

1. İngilis və Azərbaycan dillərində konseptlərin müqayisəsi // Tətbiqi Dilçiliyin Müasir Problemləri: III Beynəlxalq elmi konfrans. – Bakı: Azərbaycan Dillər Universiteti, – 25-26 oktyabr, – 2018, – s.47.
2. Yazışmalarda nəzakət konseptlərinin rolu // Doktorantların və Gənc Tədqiqatçıların XXII Respublika Elmi Konfransının materialları. – Bakı: Azərbaycan Dövlət Pedaqoji Universiteti, – 22-23 noyabr, – 2018, II cild, – s.244-246.
3. Qloballaşma dövrdə iqtisadi diskursda ingilisdilli işgüzar yazışmaların funksiyaları // Ümummilli lider Heydər Əliyevin anadan olmasının 97-ci ildönümünə həsr olunmuş "Heydər Əliyev: Multikulturalizm və tolerantlıq ideologiyası" III Beynəlxalq Elmi Konfrans. – Bakı: Azərbaycan Dillər Universiteti, – 5-6 may, – 2020, – s.88-90.
4. Business correspondence in Modern English // ΛΟΓΟΣ Der Sammlung Wissenschaftlicher Arbeiten. Zu Den Materiallen Der I Internationalen Wissenschaftlich-Praktischen Konferenz "Grundlagen der Modernen Wissenschaftlichen Forschung". – Zürich, Schweiz: «BOLESWA Publishers», – 10. September, – 2021, – p.152-155.

5. İngilisdilli yazışmalarda "Nəzakət" konseptinin mədəni-spesifik xüsusiyyətləri // – Bakı: Azərbaycan Dillər Universiteti, Elmi Xəbərlər, – 2021. №2, – s.28-32.

6. Концепт «Вежливость» в деловой переписке и средства ее выражения // – Москва: Современная наука: Актуальные проблемы теории и практики. Гуманитарные науки, – сентябрь 2021. № 9-2, – с.79-84.

7. Лингвистические особенности англоязычной деловой переписки // Вчені Записки, Таврійського Національного Університету імені В.І.Вернадского. Філологія. Журналістика, – 2021. Том 32 (71) № 52021. Частина 1, – р.122-126.

8. Müasir ingilis dilində virtual diskursda "Nəzakət" konseptinin ifadə vasitələri // – Bakı: Bakı Slavyan Universiteti, Humanitar Elmlərin Öyrənilməsinin Aktual Problemləri, – 2022. №1, – s.43-46.

9. Sosial şəbəkələrdə ingilisdilli yazışmalarda Kovid-19 mövzusunda yaranan yeni leksik vahidlərin işlənmə xüsusiyyətləri // – Bakı: "Elm və təhsil", AMEA, M.Füzuli adına Əlyazmalar İnstitutu, Filologiya məsələləri, – 2022. № 1, – s.126-134.

10. İngilisdilli iqtisadi diskursun müasir paradiqmada rolu // – Bakı: "Elm və təhsil", AMEA, M.Füzuli adına Əlyazmalar İnstitutu, Filologiya məsələləri, – 2022. № 2, – s.177-186.

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