

## TYPES OF DISCOURSE IN THE PROFESSIONAL COMMUNICATION

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### Annotation

The article deals with discourse types in the formation of discourse competence. The undergraduates of the higher education establishments face to some difficulties while taking part at real communication processes, receiving the foreign speech, using the foreign speech norms because of not knowing the discourse types. This means that students don't have discursive competence and in the article here analyzed this very problem and the suggestions about their solvation as well. Formation the discursive competence of the future specialists can help them not only to read and translate the text in target language but to use the very information in their speech.

**Key words:** discourse types, lecture, message, discussion, debate, inquiry, consultation.

### Introduction

In professional communication, specialists use different discourses. We want to characterize those types of discourses, and at the same time texts that, according to researchers, are most commonly used in the field of oral foreign language communication of specialists: report, message, discussion, discussion, consultation, questioning.

In addition, when considering each type of discourse, it is necessary to take into account the communicative goals and the specific setting of its creation, we will try to consider the types of discourses that are of interest to us.

### Report

This type of discourse is a prepared speech utterance, it is not prescriptive and is not always associated with the current moment. Typically intended for an interested audience or group of people. The addressee is a specific subject who speaks on his own behalf or on behalf of the group. The communicative goal is to present the information to the listeners in an expanded form, substantiating the given provisions. Role relationships between communicants are role-

based, mostly symmetrical. A report as a text is "a public announcement, which is a detailed presentation on a specific topic." According to these researchers, the report refers to a prepared speech (it is based on a written text), reveals the internal patterns of perception of objects and phenomena of reality in their logical sequence, and therefore it is distinguished by strict argumentation, detailed presentation, and, consequently, sufficient length in time. The informing function of the report requires strict logic in argumentation of all provisions, clarity of conclusions and formulations.

The external structure and design of the report is different. However, at the same time, the same internal organization can be traced in all of them. The obligatory elements of the composition are the introduction, the central part and the conclusion. The introduction can have a different length depending on the intention of the speaker, but his presence in the report is necessary. According to its compositional structure, the introduction can be simple or complex, depending on the content of the report. A simple introduction is used when the report is devoted to a separate global problem and the speaker seeks to present in the introduction the general content, characteristics of the report, its general direction; complex introduction - when the report is thematically polyphonic, and in the introduction the speaker sets the goal to outline the whole range of problems of the report, outline a plan for its consideration; in this case, the report may include microtexts - messages, statements of information, manifestation of a topic, explanation, explanation, addition, digression, etc. The central part of the report consists of separate sections (statement of the main provisions, proof, generalization of what has been said). The conclusion contains conclusions, or is a detailed summary of the report. The location of the main idea varies: most often it is in his conclusions, conclusion, less often - coincides with the title or is in other parts of the text.

Basically, there are three ways of presentation in the report - narration, description and reasoning, but there are also mixed ways - narration-description, narration-reasoning and reasoning-description. The narrative way of presentation is predominant.

If the talk is done by reading a written text, then it uses long, common sentences, the average length of which is 28 words.

Terms of communication - meeting, conference, symposium, meeting, seminar in the professional and business sphere.

A report as a variant of an oral monologue can reflect its main content in the following forms: an overview (informative presentation, compilation and generalization of points of view and data on the state of the issue / problem), a report (presentation of the results of retrospective analytical and practical activities - on scientific research, experimental development , commercial operations, management and production processes), presentation of the project (substantiation of the problem and a possible plan for its solution with the argumentation of the provisions)

**Message** - a brief summary of information, which is information about what happened, what is happening or what will happen, in order to familiarize a certain circle of people with it. The message is a reflection of the outside of the material world.

According to the researchers, the message refers to monologue speech, it is always substantive and extremely specific in terms of goals. The purpose of the message is to notify, bring to the attention of the addressee this or that information in a more concise and less prepared form. Considering the message as a variant of oral professional monologue speech, researchers distinguish the following forms of it: information message, arguing / evaluative message (speaking during an exchange of opinions, advertising, review, feedback), instructing message, complaint / claim.

The structure of the message can be traced to the plot, which is sometimes preceded by the introduction. The plot is followed by a clear statement of any event (phenomenon) underlying this information. It can be completed by a conclusion or conclusion. Thus, the message has a relatively simple composition with non-rigid posting of elements.

The narrative way of presentation is predominant. Depending on the form of the message, description and narration with elements of description and reasoning are also used.

The structural, formal content of the message is the temporal sequence of events, the dynamic change of phases and signs. In this regard, the message is characterized by a chain, sequential connection between sentences, when one sentence complements the other, develops it, gives rise to the third. An important role is played by the temporal correlation of predicates, which, depending on the length of the period of time, can be either of the same type or of different types. The duration of time in the sense of its course, stability, and not coverage, is associated in linguistic design with the similarity of predicates, mainly with preterinary forms.

A characteristic feature of this type in the business sphere is documentary, emphasized factual accuracy, as well as emotional restraint and formality. The communicative goal is the transmission, bringing to the attention of the interlocutor / interlocutors of previously unknown information, which can be ascertaining and represent information about what is happening, what has happened or what will happen in the near future.

Terms of implementation: meeting, meeting in the office, in the institution, at the enterprise.

The subject-semantic content of a message can be related to a process, action, event and have the following varieties: "message about an event", "message about experience", "message about state and mood", "brief informational message", "ascertaining message".

Discussion is "a process (method) of creative communication between people, involving the exchange of different opinions on any issue for the purpose of comprehensive comparison, comparison, analysis, search for an exhaustive answer and assessment of different (opposed or contradictory) opinions." Many methodologists classify discussion as "the highest forms of communication in a non-native language," the most difficult type of expressive oral speech to be mastered at advanced stages of learning.

A significant number / several communicants, the relationship is normative, mostly symmetrical. Communicative intentions - to argue, prove, draw a conclusion, evaluate, make a remark, express doubt, express agreement or disagreement. Conditions - business meetings, negotiations, conclusion of contracts, meetings, meetings at an enterprise, in a scientific institution, conferences.

According to the researchers, a speech on any issue in the process of discussion can be called a polemic speech. During the discussion, the speaker seeks to make any additions, amendments to the issue under discussion, to refute or support the previous speaker, etc.

In most cases, in this type of oral communication there is no introduction, more often there is an unexpected, sudden beginning, a direct approach to the topic. The final part often contains appeals and, in this regard, incentive proposals. The main mode of presentation is reasoning. Polemic speech by its nature is always spontaneous, close to colloquial speech, the average length of phrases is 12 words. In the discussion, sentences are often used that perform an evaluative function, a comparison function, excretory turns, introductory constructions, etc., question-and-answer course of speech and emotional exclamations, as well as lexical expressive means: comparison, metaphor, epithet, hyperbole, allegory, euphemism, etc.

**Discussion** - purposeful exchange of information, judgments, opinions on a specific topic for a joint search for ways to solve the problem. The discussion does not have a clear composition. It can start with a set where the question or problem that needs to be solved is identified. At the end of the discussion, as a rule, the results are summarized, the results obtained are determined, or the next steps for the final solution of the problem are outlined. The main mode of presentation is reasoning.

The speech of the participants in the discussion is close to colloquial, the speakers avoid long, detailed sentences. Various expressions are widely used to evaluate and compare phenomena and objects. To ensure sufficient clarity of presentation, various kinds of repetitions, comparative constructions, and excretory turns are often used.

This type of discourse is characterized by the presence of two or more interlocutors. The discussion is characterized by purposefulness (the presence of a common goal for communicants, which does not contradict their private goals), the presence of professionally significant topics, a certain degree of formality, information richness, uncategorized communication.

The purpose of the discussion is to solve a specific problem directly during the conversation (reaching an agreement, a common point of view on any professional problem, organizing joint activities, establishing contacts with subordinates or colleagues and friends).

Terms of communication - business meetings, negotiations, conclusion of contracts in the institution, in the office, at the enterprise.

**Consultation** - advice, indication of a knowledgeable person or specialist on any issue, and refers to an unprepared speech; its originality lies in the combination of features of dialogue and monologue.

This type is addressed to a specific person, characterized by relevance - associated with a given moment, often prescriptive.

Communicants - two or more, social-role relations "specialist / non-specialist - specialist", asymmetric. The addressee is a highly qualified specialist, which determines the predominantly role-based nature of the statement. The communicative goal is to get advice, recommendations. The communicative intention is a request for information, a request.

The logical-semantic structure and dynamics of the consultation are distinguished by the following features. Receiving information from a specialist is preceded by the presentation of the information that is at the disposal of the consultant. This information is presented in order to bring the specialist up to date. Such a presentation will allow the latter to draw certain conclusions and give the consultant the necessary advice. The statement of information is a message. After presenting the message, the consultant formulates the questions for which he entered into the conversation. Thus, the speech of the consultant is a detailed remark, which includes two parts: a message and a question, or a series of questions in which the problem arising from the topic of the message is formulated.

This type of text is characterized by the frequent use of structures of obligation in questions. If the question is formulated in the form of a request, then it is characterized by the use of forms of politeness, clichéd expressions, including the conditional mood.

Questioning is a dialogue aimed at obtaining information and characterized by a greater questioning activity of one of the interlocutors.

According to the researchers, the questioning is realized in the form of unprepared oral dialogical texts. Like any dialogical form, questioning is a two-way process in which communication partners act in the role of the speaker, now in the role of the listener. Dialogue-questioning is characterized by replication (that is, the distribution of subject content between communicants), taking into account the partner's direct replica, and spontaneity.

In any dyad of communication, interrogation is characterized by a three-part composition, represented by the beginning, the main part and the ending. The beginning corresponds to the entry into contact of the interlocutors, the ending corresponds to the interruption of the contact. The content of the main part may vary depending on the composition of the communicants (specialist specialist, non-specialist specialist).

For questioning, the most characteristic are dialogical unity of a question-and-answer nature. Neither sentence-question nor sentence-answer can exist in the form of separate statements, apart from one another. The structural integrity of dialogical unity is expressed in the presence of lexical repetitions (direct and synonymous), chains of thematically similar words, and substitute words. In addition, the questioning, as a rule, takes place in the conditions of official

communication within the standard situations for a given type of text, which, accordingly, requires a standard language. As a result, the questioning reveals the traditional and standard means of expression, an abundance of stereotypical statements and speech cliches, typical beginnings and endings. The business, professional orientation of the questioning determines the accuracy, consistency, the presence of a causal relationship in the development of the topic and its obligatory completeness.

The communicative goal is to receive factual information from the interlocutor (both basic, aimed at establishing the essence of the fact, and additional). Obtaining basic information is carried out in the form of clarification, additional information - in the form of clarification.

Two communicants, whose relations are characterized by inequality due to the fact that one of them will act as the leading dialogue, having the task of obtaining information. He controls the speech actions of the partner, while the other interlocutor acts as an issuer of information in accordance with the questions and remarks of the questioner. At the same time, the questions asked by the initiator and the entire course of the discourse are determined by the information provided by the questioned person. The purpose of the second interlocutor is the implementation of the counter intention to communicate, explain, show, explain what is unknown to the first. Inquiry and explanation form two parts of a whole. Communication conditions: official institutions, offices, enterprises.

So, in accordance with the outlined plan, the main types of texts-types of discourses, characteristic of the oral communication of specialists, were considered.

These are the main types of discourses that a specialist needs for business communication with foreign language partners.

We examined extralinguistic characteristics, which, in combination with the parameters of a particular type of text, form the types of discourses used by specialists in oral foreign language communication with representatives of a different society. It is these types of discourses that are necessary for the formation of discursive competence in future specialists.

In light of the focus of training on the formation of discursive competence, we propose to teach students of a non-linguistic university not only the types of discourses considered, but also the real discourses existing on their basis, which are most significant for a particular category of specialists, since the type of discourse is a model that is implemented in different ways depending on specific communication situation (who, where, with whom, when, for what purpose, about what, etc.), i.e. in the form of real discourses.

Real discourses based on selected types, which are realized both in monologue (report, message) and in dialogic (discussion, discussion, consultation, questioning) forms, are determined by the presence of a common fund of knowledge among communicants (to what extent the subject of discourse is familiar and interesting to the speaker and the listener), the status of the communicants (for example, a manager and a production specialist), interpersonal relationships (symmetric and asymmetric) and other factors. For example, a real discourse

related to the type of "discussion" depends on the position of the debaters, on the inconsistency (term by Dianina N.N.) of their opinions: with a partial coincidence of opinions, the partners generally adhere to a single opinion, but replenish each other's knowledge of the subject discussions and logically substantiate the correctness of their common position; in case of a discrepancy of opinions, which is not characterized by a sharp disagreement, the partners consider the problem from different positions, logically substantiate their opinion, but do not consider it the only correct one and do not try to refute the point of view of their opponents; in the presence of points of view that are mutually exclusive of each other, the interlocutors must refute the opposite point of view and prove the truth of their own (Dianina N.N., 1990). The parameters of the type of discourse consist of the characteristics of the corresponding type of text (composition, method and method of presentation, linguistic design), as well as certain extralinguistic parameters determined by the situational context of communication in which the discourse is generated and interpreted. The main extralinguistic parameters that determine the nature of the text include communication participants, their communicative goals and intentions, pragmatic attitudes, social roles, background knowledge, knowledge about the interlocutor, temporal and spatial conditions of communication.

The main types of discourses used by specialists in official communication and included in scientific discourse are report, message, discussion, discussion, questioning and consultation. Due to the fact that the type of discourse is a model of a certain group of homogeneous discourses, and the implementation of this model in a specific communication situation is a real discourse, it is necessary to include in the content of training a certain number of real discourses belonging to different types of discourses in situations of official intercultural communication. relevant for our specialists.

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