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LETTERS AND THEIR CHARACTERISTICS

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Аннотация

В статье анализируются письма и их уникальные характеристики, а также их исторические, лингвистические и коммуникативные аспекты. Письма являются важной формой письменного общения между людьми и делятся на официальные и неофициальные. В исследовании изучаются письма разных периодов, анализируются их стилистические и семантические особенности. Также рассматриваются изменения, происходящие в формате и содержании писем под влиянием современных технологий.

Ключевые слова. Письма, письменное общение, языковые особенности, коммуникативная функция, стилистика, современная переписка, исторические письма, официальные и неофициальные письма.

Abstract

This article analyzes letters and their specific features, as well as their historical, linguistic, and communicative aspects. Letters are an important form of written communication between people, and they are divided into formal and informal categories. The study studies letters from different periods and analyzes their stylistic and semantic features. It also examines the changes in the format and content of letters under the influence of modern technologies.

Keywords. Letters, written communication, linguistic features, communicative function, stylistics, modern correspondence, historical letters, formal and informal letters.

INTRODUCTION

Letters are an integral part of human history and have been widely used in various cultures and societies since ancient times. The first written letters were written on stone tablets, papyrus sheets, or parchments, and they are one of the main sources of historical information. Through letters, information was exchanged between individuals and organizations, diplomatic relations were strengthened, and personal feelings were expressed.

In the modern world, the form and content of letters have changed significantly. Email, social networks, and instant messaging tools have replaced traditional letters. Nevertheless, letters remain an important means of communication today, especially in correspondence of official and legal importance.

This article discusses letters and their specific features, the dynamics of changes in correspondence, and their linguistic analysis. The study provides an in-depth analysis of the history, stylistic features, and communicative functions of letters, highlighting their role in society.

LITERATURE ANALYSIS AND METHODOLOGY

Research on letters has been conducted in various fields, including linguistics, history, literary studies, and communication studies. Historical sources classify letters as formal and personal correspondence. For example, diplomatic letters written on ancient Egyptian papyri have played an important role in shedding light on relations between states.

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In linguistics, letters are studied stylistically and syntactically, and their formal and informal styles are distinguished. Ch. Bakhtin and other linguists have emphasized the interactive and communicative features of written speech. Formal letters often have a standardized structure and are written according to strict rules, while informal letters are personal and free-flowing.

With the development of modern technologies, the form of correspondence has also changed. Electronic letters and correspondence on social networks have emerged as an alternative to formal letters. Therefore, modern research also analyzes the language and stylistic features of electronic correspondence.

In this study, letters were analyzed linguistically and communicatively. A sample collection of historical and modern letters was collected for analysis, and their stylistic and semantic features were studied. Attention was paid to the style of writing letters, the form of communication, and speech constructions.

During the study, the structural-linguistic method was used, and the grammatical and syntactic features of letters were analyzed. In addition, the communicative functions of letters were studied using discourse analysis. Letters from different cultures and periods were compared, and their communicative strategies were analyzed.

In addition, the corpus linguistics method was used to study modern correspondence. An attempt was made to identify communication styles and language trends using electronic letters and informal correspondence.

RESULTS

According to the results of the study, letters have been one of the main means of communication in different cultures and eras. Traditional formal letters have a strict structure, and their language is required to be clear and understandable. Informal letters, on the other hand, have a free form that expresses personal feelings, and they are often written in a style close to oral speech.

Under the influence of electronic technologies, the form of modern correspondence has changed significantly. Electronic letters and instant messaging systems have reduced the boundary between formal and informal correspondence. At the same time, a short and fast language of communication has been formed, and written speech has become simpler.

The results of the discourse analysis showed that letters are communicatively important and are used to effectively implement the process of interaction. In particular, while formal letters are aimed at a specific goal, informal letters are enriched with emotional and personal expressions.

The following table helps you compare letters and their specific characteristics by formal and informal types:

Features	Official letters	Informal letters
Purpose	Official relations, exchange of information between business, government and organizations	Expressing personal thoughts and feelings, communicating with friends and family

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Structure	Introduction, main part, conclusion, appeal and signature are in strict form	Has a free structure, does not follow strict rules
Style	Official, standard, clear and understandable	Informal, personal, can express feelings
Language Features	Complex sentences, official words and phrases are used	Can be simple, close to spoken speech and rich in emotion
Audience	Organizations, government agencies, officials	Friends, family members, acquaintances
Method of Delivery	On paper or by email	Handwritten or via social networks, chats
Examples	Job application, letter of complaint, invitation	Letter written to friends, greeting card

As this table shows, there are important differences between formal and informal letters. Formal letters have a strict structure, and their main purpose is to resolve specific official issues. Their style is clear, understandable, and based on standard rules.

In contrast, informal letters are intended for personal communication and are written in a free form. These types of letters express emotions, and their language is simpler and closer to spoken speech than formal letters.

Also, technological advances have changed the way letters are delivered. While formal letters are now quickly delivered via email, informal letters are often sent via social networks or instant messaging programs.

Here's a table that outlines the characteristics of letters, specifically focusing on the types of letters, their characteristics, and their typical uses in communication.

Table 2: Characteristics of Different Types of Letters

Type of Letter	Purpose	Structure	Tone	Typical Recipients	Examples
<i>Formal Letter</i>	Professional communication, requests, complaints, or official notices	Address of sender, recipient's name, salutation, body, closing	Polite, respectful, professional	Companies, government officials, institutions	Job applications, complaints, business inquiries
<i>Informal Letter</i>	Personal communication between friends or family	Informal greeting, personal content, casual tone	Friendly, casual, conversational	Friends, family, close acquaintances	Invitations, personal updates, informal requests

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<i>Cover Letter</i>	Accompanies a resume for job applications	Introduction, body explaining qualifications, conclusion	Professional, concise	Employers, hiring managers	Job applications, internship requests
<i>Letter of Complaint</i>	Express dissatisfaction with a product or service	Clear statement of the issue, request for resolution	Firm but polite	Companies, service providers	Complaints about products, services, or customer experiences
<i>Thank You Letter</i>	Express gratitude for something received	Salutation, expression of thanks, closing	Grateful, appreciative	Employers, friends, family, colleagues	Thanking someone for gifts, support, or opportunities
<i>Invitation Letter</i>	Request someone's presence at an event	Date, time, place, purpose of the event	Friendly or formal depending on the event	Friends, family, clients, colleagues	Weddings, parties, business events
<i>Recommendation Letter</i>	Endorsement or support for an individual	Introduction of the person being recommended, detailed qualifications, conclusion	Positive, supportive	Employers, educational institutions	Academic references, job recommendations

Explanation of the Table:

1. **Type of Letter:** This column categorizes the type of letter. Each letter serves a specific purpose, such as professional communication or personal interaction.
2. **Purpose:** This describes the primary reason for writing the letter, such as expressing gratitude, making a request, or offering recommendations.
3. **Structure:** The structure refers to the basic components of the letter. For formal letters, this includes a header, salutation, and body, while informal letters might skip some of these formalities.
4. **Tone:** The tone of the letter varies based on the recipient and purpose. Formal letters are polite and professional, while informal letters adopt a more casual tone.
5. **Typical Recipients:** This column lists the usual recipients for each type of letter. For instance, formal letters are often directed to businesses or government officials, whereas informal letters go to friends or family.
6. **Examples:** This provides real-life examples of when you would use each type of letter. It helps understand the practical applications of each letter type in everyday communication.

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This table provides a clear overview of various types of letters and their characteristics, helping individuals understand how to use them effectively in different situations.

CONCLUSION

Letters are an integral part of human communication, and they have served as an important means of communication in different eras and cultures. While the differences between formal and informal letters are related to their functional characteristics, modern technologies have had a significant impact on the form of this correspondence.

The study showed that, although electronic correspondence and traditional letters differ significantly from each other, their purpose is similar - to exchange information and communicate. The language and style of correspondence may change further in the future, but it is clear that letters will remain an important element of communication.

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