

Oral and Written Forms of Speech

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ABSTRACT

The article distinguishes two types of speech, divided into oral and written speech. Their main features are revealed. Evidence is explained through examples.

Keywords: Oral speech, written speech, intonation, melody, writing.

Speech communication occurs in two forms - oral and written. They are in a complex unity and in speech practice they occupy an important and approximately the same place in their significance. In the sphere of production, areas of management, education, jurisprudence, art, in the media, both oral and written speech forms of speech take place. In conditions of real communication, their constant interaction and interpenetration is observed. Any written text can be voiced, i.e. read aloud, and oral - recorded using technical means. There are such genres, for example, dramaturgy, oratorical works, which are designed specifically for subsequent dubbing. And, on the contrary, literary works widely use methods of stylization as "orality": dialogic speech, in which the author seeks to preserve the features of oral spontaneous speech, monologue reasoning of characters in the first person, etc. The practice of radio and television has led to the creation of a peculiar form of oral speech, in which oral and voiced written speech constantly coexist and interact - television interviews.

The basis of written and oral speech is literary speech, which acts as the leading form of existence of the Russian language. Literary speech is speech designed for a conscious approach to the system of means of communication, in which orientation is carried out on certain standardized patterns. It is such a means of communication, the norms of which are fixed as forms of exemplary speech, i.e. they are recorded in grammars, dictionaries, textbooks. The dissemination of these norms is promoted by the school, cultural institutions, mass media. Literary speech is characterized by universality in the field of functioning. On its basis, scientific essays, journalistic works, business writing, etc. are created. Oral and written forms of speech are independent, have their own characteristics and features.

Oral speech is any sounding speech. Historically, the oral form of speech is primary; it arose much earlier than writing. The material form of oral speech is sound waves, i.e. pronounced sounds resulting from the activity of the human pronunciation organs. Rich intonation possibilities of oral speech are connected with this phenomenon. Intonation is created by the melody of speech, the intensity (loudness) of speech, the duration, increase or slowdown in the rate of speech, and the timbre of pronunciation. In oral speech, the place of logical stress, the degree of clarity of pronunciation, the presence or absence of pauses play an important role. Oral speech has such an intonational variety of speech that it can convey all the richness

of human experiences, moods, etc.

Perception of oral speech during direct communication occurs simultaneously through both auditory and visual channels. Oral speech is accompanied, enhancing its expressiveness, by such additional means as the nature of the gaze (alert or open, etc.), the spatial arrangement of the speaker and the listener, facial expressions and gestures. A gesture can be likened to a pointing word (pointing to some object), it can express an emotional state, agreement or disagreement, surprise, etc., serve as a means of establishing contact, for example, a raised hand as a sign of greeting.

The irreversibility, progressive and linear nature of deployment in time is one of the main properties of oral speech. It is impossible to return to some moment of oral speech again, so the speaker is forced to think and speak at the same time, i.e. he thinks, as it were, "on the go", in connection with this, speech may be characterized by unevenness, fragmentation, division of a single sentence into several communicatively independent units: the secretary's message to the meeting participants "The director called. Delayed. Will be in half an hour. Start without him". On the other hand, the speaker must take into account the reaction of the listener and strive to attract his attention, to arouse interest in the message. Therefore, in oral speech, into national highlighting of important points, underlining, clarification of some parts, auto commenting, repetitions appear: "The department did a lot of work during the year / yes / I must say / big and important / Both educational, and scientific, and methodological / Well / educational/ everyone knows/ Is it necessary in detail/ educational/ No/ Yes/ I also think/ not necessary/.

Oral speech can be prepared (report, lecture, etc.) and unprepared (conversation, conversation).

Prepared oral speech is distinguished by thoughtfulness, a clearer structural organization, but at the same time, the speaker, as a rule, strives for his speech to be relaxed, not "memorized", to resemble direct communication.

Unprepared oral speech is characterized by spontaneity. An unprepared oral statement (the main unit of oral speech, similar to a sentence in written speech) is formed gradually, in portions, as you realize what is said, what should be said next, what needs to be repeated, clarified. Therefore, there are many pauses in unprepared oral speech, and the use of pause fillers (words like uh, um) allows the speaker to think about the future. The speaker controls the logical-compositional, syntactic and partially lexical-phrase logical levels of the language, i.e. makes sure that his speech is logical and coherent, and chooses the appropriate words for an adequate expression of thought. Phonetic and morphological levels of the language, i.e. pronunciation and grammatical forms, not controlled, are reproduced automatically. Therefore, oral speech is characterized by less lexical accuracy, a short sentence length, limiting the complexity of phrases and sentences, the absence of participial and participial phrases, dividing a single sentence into several communicatively independent ones.

Oral speech, like written speech, is normalized and regulated, but the norms of oral speech are completely different. "Many so-called flaws in oral speech - the functioning of unfinished statements, the introduction of interruptions, auto-commentators, contactors, reprises, hesitation elements, etc. - are a necessary condition for the success and effectiveness of the oral method of communication." The listener cannot keep in mind all the grammatical and semantic connections of the text, and the speaker must take this into account; then his speech

will be understood and comprehended. Unlike written speech, which is built in accordance with the logical movement of thought, oral speech unfolds through associative attachments.

The oral form of speech is assigned to all functional styles of the Russian language; however, it has an advantage in the colloquial everyday style of speech. The following functional varieties of oral speech are distinguished: oral scientific speech, oral journalistic speech, types of oral speech in the field of official business communication, artistic speech and colloquial speech. It should be said that colloquial speech has an impact on all varieties of oral speech. This is expressed in the manifestation of the author's "I", the personal principle in speech in order to enhance the impact on the listeners. Therefore, in oral speech, emotionally and expressively colored vocabulary, figurative comparative constructions, phrase logical units, proverbs, sayings, even colloquial elements are used.

Writing is an auxiliary sign system created by humans that is used to fix sound language and sound speech. At the same time, writing is an independent communication system, which, performing the function of fixing oral speech, acquires a number of independent functions: written speech makes it possible to assimilate the knowledge accumulated by a person, expands the scope of human communication. Reading books, historical documents of different times and peoples, we can touch the history and culture of all mankind.

Writing has come a long way of historical development from the first notches on trees, rock paintings to the sound-letter type that most people use today, i.e. written language is secondary to spoken language. The letters used in writing are signs that represent the sounds of speech. The sound shells of words and parts of words are depicted by combinations of letters; knowledge of the letters allows you to reproduce them in a sound form, i.e. read any text. Punctuation marks used in writing serve to segment speech: dots, commas, dashes correspond to an into national pause in oral speech. This means that letters are the material form of written speech.

The main function of written speech is the fixation of oral speech, which has the goal of preserving it in space and time. Writing serves as a means of communication between people when direct communication is impossible, when they are separated by space and time. The development of the technical means of communication - the telephone - has reduced the role of writing. The advent of the fax and the spread of the Internet help overcome space and re-activate the written form of speech.

The main property of written speech is the ability to store information for a long time.

Written speech unfolds not in a temporary, but in a static space, which makes it possible for the writer to think through the speech, return to what was written, rebuild the text, replaces words, etc. In this regard, the written form of speech has its own characteristics:

Written speech uses a bookish language, the use of which words is strictly standardized and regulated. The word order in the sentence is fixed, inversion (changing the order of words) is not typical for written speech and in some cases, and for example, in texts of an official business style of speech, it is unacceptable. The sentence, which is the basic unit of written speech, expresses complex logical and semantic connections through syntax. Written speech is characterized by complex syntactic constructions, participial and adverbial phrases, common definitions, plug-in constructions, etc. When combining sentences into paragraphs, each of them is strictly related to the previous and subsequent context.

Written speech is focused on perception by the organs of vision, therefore it has a clear structural and formal organization: it has a pagination system, division into sections, paragraphs, a system of links, font selection, etc.

You can return to a complex text more than once, think about it, comprehend what was written, being able to look through one or another passage of the text with your eyes.

Written speech is different in that the very form of speech activity reflects the conditions and purpose of communication, for example, a work of art or a description of a scientific experiment, a vacation statement or an informational message in a newspaper. Consequently, written speech has a style-forming function, which is reflected in the choice of language tools that are used to create a particular text. The written form is the main form of the existence of speech in scientific, journalistic, official business and artistic styles.

Thus, speaking about the fact that verbal communication occurs in two forms - oral and written, one must keep in mind the similarities and differences between them. The similarity lies in the fact that these forms of speech have a common basis - the literary language and in practice occupy approximately an equal place. The differences come down most often to the means of expression. Oral speech is associated with intonation and melody, non-verbal, it uses a certain number of "own" language means, it is more tied to the colloquial style. The letter uses alphabetic, graphic designations, more often the bookish language with all its styles and features.

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