

Essential Terminology

Function: Aim/purpose of text

Social Purpose: How desired function is achieved

Face Needs: Strategies around politeness contributing to public self-image

Face Threatening Acts: Either conveys dislike or imposes a demand on listener

Discourse: The manipulation of language (like a flexible toolkit) to aid in successful communication

Coherence: Features that make a text clear - for clarity/better understanding

Cohesion: Features that helps with linking/connecting ideas in a text logically

Political Correctness: Avoiding expressions/actions that cause hurt/harm

Clarity: To make things clear & easy to understand

Informal Social Purposes

Intimacy: For creating close familiarity/friendship

Solidarity: For creating unity/agreement of feeling/action (especially common interests)

In-Group Membership: For creating a sense of belonging & identity to a certain group

Equality: For creating a sense of equality between two parties

Building Rapport: For establishing a connection

Reducing Social Distance: For a sense of closeness/equality

Formal Social Purposes

↳ Maintaining & challenging positive/negative face needs

↳ Reinforcing social distance & authority

↳ Establishing expertise

↳ Promoting social harmony

↳ Negotiating social taboos

↳ Building rapport

↳ Clarifying, manipulating, confusing (via doublespeak)

Sentence Types (Syntax)

Declarative: To inform

Interrogative: To ask a question

Imperative: To instruct

Exclamative: To exclaim/show emotion

Nominalisation: Replacing words with noun forms

Other Syntax Features

Nominalisation: Replacing words with noun forms

Active Voice: SVO format, for clearly conveying info - 'default' voice

Passive Voice: Object before subject, for improving logical connections between sentences

Agentless Passive: Removing subject/agent in sentence, avoids blame - similar to passive voice

Marked Theme: Syntactic choice where the subject isn't at start of sentence - through beginning with either a subordinate clause, adverbial or passive voice use

Connected Speech Features (Phonology)

Acronym: EVIA

↳ Elision e.g 'stralia

↳ Vowel Reduction e.g /ə/ fish 'n chips

↳ Insertion e.g AustraliYa

↳ Assimilation e.g godda, didja

Prosody Features (Phonology)

Acronym: TVIPS

↳ Tempo

↳ Volume

↳ Intonation

↳ Pitch

↳ Stress

Other Discourse Features

Front Focus: Moving a phrasal element to the front for focus/importance - for restating info or comparing/contrasting

End Focus: Moving a phrasal element to the back for focus/importance - for suspense/-drama

Collocation: Words that are constantly used together within phrases - well known & predictable, aiding cohesion & coherence for faster processing

Clefting

↳ Moving a phrase to another position within a sentence

↳ For drawing focus to a specific part of the sentence

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Other Discourse Features (cont)

It-Cleft: 'It' + 'to be' verb variant used for front focus

Pseudo/Wh-Cleft: 'Wh-' used for end focus

Coherence Features (Discourse)

Acronym: FLICCC

Formatting

Heading: Signposts/head's up of what's to follow

Subheadings: Guides reader through info

Paragraphs: Separates topics

Logical Ordering: Sentence sequencing - develops ideas logically built on previous info

Inference/Assumed Knowledge: For assumption making based on reader's prior knowledge (extra info in brackets explains jargon)

Consistency: Consistent lexical/semantic fields & syntactic/discourse features throughout text

Conventions Of Text Type: The expected text's rules/expectations for their structure (e.g recipes list instructions step-by-step)

Cohesion: Needed for coherence/clarity

Cohesion Features (Discourse)

Acronym: CAR SLIDER

Conjunctions: Joins sentences - for making direct connections to other ideas

Adverbials: Joins paragraphs - for making direct connections to other ideas

Repetition

↳ **Lexical Patterning:** Repeated words

Cohesion Features (Discourse) (cont)

↳ **Phonological Patterning:** Repeated sounds - alliteration, rhyme, consonance, assonance

↳ **Syntactic Patterning:** Repeated clauses - parallelism

↳ **Semantic Patterning:** Repeated ideas

Substitution: Replacing whole phrases with simple nouns

Lexical Choice: Semantically linked words: synonyms, antonyms, hyponyms

Information Flow: Discourse structures that help introduce new info in a sentence - clefting, end focus, front focus

Deictics/Dexis: 'Pointing' words used under shared context. Must be understood by both parties for cohesion

Ellipses: Partial removal of a sentence, usually implied/inferred by reader

Referencing

↳ For unnecessary repetition & reducing lexical density

Cataphoric Referencing: Pronoun used first, then noun is later established

Anaphoric Referencing: Noun established first, then referenced later with a pronoun

Face Needs

Positive	Negative
↳ The need to be well liked	↳ The freedom to act as one wishes
Positive Face Supported/Affirmed Through...	Negative Face Mindfulness Through...
↳ Love, support & praise	↳ Space
↳ Careful listening	↳ Freedoms
↳ Taking interest	↳ Independence
↳ Showing closeness	↳ Silence
↳ Positive responses	↳ Privacy
↳ Remembering names	

Associated Metalanguage

↳ Imperatives	↳ Politeness markers
↳ Address terms (vocatives)	↳ Self-effacing (accomplishment minimising) words
↳ Conditional sentences	↳ Modal auxiliary verbs
↳ Interrogatives	↳ Declaratives

Spoken Discourse Features

☞ Occurring vocal linguistic elements due to conversation's nature

Openings & Closings: Formulas/structures that begin/end a conversation (greetings/salutations, names/address terms (vocatives), phatic elements etc.)

Adjacency Pairs: Somewhat predictable conversation routines (question/answer, greeting/response, apology/acceptance etc.)

Overlapping Speech: 2 speakers talking at the same time

Interrogative Tags: Declaratives turned into questions. For involving other speakers (co-operative strategy)

Strategies Of Spoken Discourse

☞ Used tactics for co-operative & successful conversations

Topic Management: Ensuring that the focused topic is on track, via discourse particles or back-channelling

Topic Loop: Returning to a previous topic

Discourse Particles: 'Filler' words/sounds for specific functions: Topic shifts, interrogatives, turn-taking, expressing attitude/-emotion and hedging

Non-Fluency Features: Natural parts of speech for reduced formality: Pauses, voiced hesitation, false starts, repetition, repairs

Back-Channelling/Minimal Responses: Short responses/noises indicating attentiveness to speaker. Also for maintaining topic

Strategies Of Spoken Discourse (cont)

☞ Subject ellipsis + auxiliary verb → Friendly sounding, conversational & fun

Turn-Taking

Taking The Floor: Getting your turn

Holding The Floor: Maintaining your turn

Passing The Floor: Giving someone else a turn

Stylistic Features

Phonological Patterning

Alliteration: Repetition of identical initial consonant sounds

Assonance: Repetition of identical vowel sounds close to each other

Consonance: Repetition of identical consonant sounds close to each other & appears anywhere in the word

Onomatopoeia: Word imitating a sound

Rhythm: Stressed & unstressed syllable patterns

Rhyme: Repetition of similar sounds in final syllables

Syntactic Patterning

Listing: A list of things - for emphasise, showcasing knowledge or offering ideas

Parallelism: Repeating the same grammatical structure for one/more sentences

Antithesis: 2 opposite ideas put together for contrasting effects

Semantic Patterning

Simile: 2 things compared using comparison words

Stylistic Features (cont)

Metaphor: 2 things compared that aren't alike but have something in common

Animation: Metaphor type that gives life/movement to lifeless objects, places or ideas

Personification: Object/idea represented as a person

Lexical Choice

Lexical Ambiguity: When it's difficult to understand the multiple interpretations without additional info

Puns: Jokes that exploit the various possible meanings of a word

Oxymoron: A self-contradicting word/group of words

Irony: Expression of something that's opposite in its literal meaning