

## FORMALITY AND INFORMALITY IN THE LETTER GENRE, THEIR SIMILARITIES AND DIFFERENCES

Ashurova Muhayyo Sanjarbek qizi

Independent PhD researcher Teacher of the department of English language practice at the Andijan state institute of foreign languages

E-mail: mohinabonu9414@mail.ru

Phone number: +998902170291

### Abstract:

In this article, the content of the formal and informal types of the letter genre, their similarities and dissimilarities are comparatively studied. That is, the structural, lexical and stylistic aspects of formal and informal letters are compared. Examples of some parts of the compared types of letters are given, and their similarities and differences are explained.

**Keywords:** formal style, formal letter, informal letter, addressee, addresser, informal style, greeting, ending, structure.

## ФОРМАЛЬНОСТЬ И НЕФОРМАЛЬНОСТЬ В ЖАНРЕ ПИСЬМА, ИХ СХОДСТВА И РАЗЛИЧИЯ

### Аннотация:

В данной статье сравнительно изучается содержание формального и неформального типов жанра письма, их сходства и различия. То есть сравниваются структурные, лексические и стилистические аспекты официальных и неофициальных писем. Приводятся примеры некоторых частей сравниваемых типов букв, поясняются их сходства и различия.

**Ключевые слова:** формальный стиль, официальное письмо, неофициальное письмо, адресат, адресант, неофициальный стиль, приветствие, окончание, структура.

### INTRODUCTION:

If we look at the history of our nation, we often come across the lexeme of letters. By means of letters, people communicated something meaningful to each other. This genre first appeared in Uzbek literature in the 14th century through Khorezmi's work "Muhabbatnama". This work was created in the form of a poetic letter written by a lover to his lover. The letter genre has also become a part of journalism and seems to have lost its importance today. Because the information age requires speed in the delivery of information, society representatives prefer

the way of sending messages in electronic form. However, different samples of the letter are given on the pages of the newspaper. Government agencies use different forms of letters to convey various issues to relevant persons in an official form.

The lexical units used in the letters are based on the purpose for which they were written. However, we would be wrong to say that letters are a genre related only to newspapers and magazines, or if not to mutual emotional correspondence. Because the demand of today's advanced age has led to the entry of the letter into the official departmental style and its types have increased. For example, job application letter, resignation letter, recommendation letter, rejection letter, reminder letter, notification letter, thank you letter, etc.

Letters and their types have been studied by many linguists, mainly R. Simon, M. Richardson, Laura Kinney, Carol Poster and John Pratt, Uzbek researchers D. Lutfullayeva, M. Aminov, M. Madvaliyeva, N. Mahkamov and N. Mahmudov conducted research in this field. Also, the work "Structure of the epistolary genre and some of its linguistic features" by R. Kongurov and T. Jo'rayev, and the candidate's dissertation entitled "Language and stylistic features of the epistolary genre in the contemporary Uzbek literary language" by T. Jo'rayev devoted to the study of the structure, genre, language and stylistic features of letters

### **LITERATURE ANALYSIS AND METHODS:**

In connection with the development of society, the possibilities of using the letter method of human communication have also seriously expanded. At first, they consisted only of correspondence between two people, but now writing a letter has become a special form of speech process considered within the framework of formal style - a written type. Nowadays, letters serve as a means of active communication between departments and institutions, organizations and enterprises, and a convenient way to solve existing socio-economic issues. In this sense, they can be divided into two groups:

1. Personal letters (Informal);
2. Official letters.

In addition, T. Jo'rayev, in his above-mentioned dissertation, also provides information about the existence of the third and fourth types of letters - public and private-official types [1, 65]. Informal letters are letters sent by one person to another person. These letters are based on the age, gender, social position of the people who are communicating in absentia, and the purpose of writing the letter will have different contents. In particular, such letters inform about any news, events, for example, the birth of a child in the family, a wedding or the death of a loved one. It can be romantic or express feelings of longing for people who are not there [8, 19].

Through official letters, as mentioned above, socio-economic relations are established between governments and courts, offices and institutions, organizations and enterprises that are subordinate to each others or are in equal positions. Official letters include making any



proposal, offering one's services, financial incentives, transferring money or canceling an existing debt, strengthening personnel, recommending awards, resolving conflicting issues, planning production, and many other issues are covered [1, 67].

## DISCUSSION AND RESULTS

It is known that all types of letters serve to establish a communicative relationship between the participants of the dialogue: the addresser and the addressee. There are aspects common to both types of letters and specific aspects unique to one type:

A good letter should consist of:

An appropriate greeting;

An introduction;

A main body;

A final paragraph;

An appropriate ending [5, 40].

This structure is suitable for both types of letters. But formal and informal letters are distinguished by the following stylistic uses below:

The characteristics of *formal style* in letters:

- The greeting (Dear Mrs Lee, Dear Sir,)
- Frequent use of the passive
- Formal language (complex sentences, non-colloquial English)
- No abbreviated forms
- The ending (Yours sincerely, Yours faithfully, Jason McNeil)

The characteristics of *informal style* in letters:

- The greeting (Dear Alex, Dear Dad,)
- Informal language and style (idioms, colloquial English)
- Abbreviated forms, pronouns omitted
- The ending (Yours, Love, Best wishes, Regards, Anthon [5, 40].)

The characteristics of formal style in letters:

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The characteristics of informal style in letters:

The greeting (Dear Alex, Dear Dad,)

Informal language and style (idioms, colloquial English)

Abbreviated forms, pronouns omitted

The ending (Yours, Love, Best wishes, Regards, Anthon[5, 40].

Informal (friendly) letters have only one address (yours) whereas formal letters have two (yours and recipient's). Informal letters begin with Dear+first name and end with Love/Yours/Best Wishes+first name. Formal letters begin with a Dear Sir/Madam and end with Yours faithfully+full name or Dear MR/Mrs+surname and end with yours sincerely+full name [6, 23].

Formal letter when we know the name of the recipient	Formal letter when we do not know the name of the recipient	Informal letter
3 Swan St. Brington. 2 <sup>nd</sup> August, 1997 (your address)	4 Maple St. Brington. England 5 <sup>th</sup> May, 1997 (your address)	37 Park Rode, Bristol. 6 <sup>th</sup> November, 1997 (your address)
James parry. Personal manager, Sun Company 46 Church St London. (the recipient's address)	The Manager The ABC Hotel, 12 rue des Paquis Geneva Switzerland. (the recipient's address)	Dear George,
Dear Mr Smith,	Dear Sir/Madam,	Love/ Regards/Best Wishes/Yours Molly
Yours sincerely, Claire Simmons	Yours Faithfully, Alison Toley	

Informal letters are normally written to relative, friends or other people we know very well. A good Informal letter should be divided into paragraphs. Each paragraph should deal with one aspect of the subject and start with a topic sentence which gives the main idea of the paragraph [6, 24].

## CONCLUSION:

In short, the letter has a long history compared to other genres of written documents, and today, although it has moved away from our usual way of life, it has become part of the working documents of enterprises and institutions, and its functions have expanded somewhat.



Bringing journalism closer to the scientific method, it proves that the methods have developed and continue to develop in an organic relationship.

As you can see from the above examples, formal and informal letters have some similarities as well as some differences. Thus, based on the analysis of similar and dissimilar features of formal and informal letters, the following conclusions can be drawn:

1. An official letter is a letter written for an official purpose in an official language, in a specified format. A letter written in a friendly manner to someone you know is called an informal letter.
2. Formal letters are written for formal or professional communication. On the other hand, informal letters are used for casual or personal communication.
3. Formal letters are usually written in the third person, but business letters use the first person. In contrast, informal letters are written in the first, second, and third persons.
4. Formal letters are used to write to business i.e. partners, suppliers, customers, clients etc., college or institute, employer, professionals etc. as against we use informal letters to write to friends, relatives, acquaintances we use and others.
5. The sentences we use when writing formal letters are long and complicated. Unlike an informal letter, here we use short and simple sentences that are easy to explain.
6. Official letters do not contain abbreviations (could not, cannot), and instead of abbreviations, full forms are used. As for informal letters that use abbreviations, acronyms, phrases, phrasal verbs, and even slang and colloquial terms.
7. There is a set procedure for writing formal letters. In an informal letter, the letter can be changed at the discretion of the writer.

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