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Typical situations of foreign language communication for future specialists in political sphere

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Abstract. The article is devoted to the problem of teaching prospective politicians professionally oriented oral and written foreign language communication. The author submits a review of methodic achievements concerning this problem and gives typical situations of foreign language communication, which should help future specialists to succeed in political intercourse.

Keywords: *professional communication, future politicians, official letter, diplomatic correspondence*

Fundamental changes in the educational system of Ukraine demand the other scientific approach to the process of studying foreign languages. Social order has changed greatly - specialists skilled in political science and foreign languages are required. It is caused by the tendency of our country to become an equal partner of the world political and economic associations. Such membership demands well-educated specialists in political and economic spheres, who can deal with the language which is widely spoken in these associations. It is well known, that English language is a perfect means of sharing achievements in the dissemination of political ideas, of social and political knowledge.

No need to prove that it causes the necessity of studying English not only for the people, who are directly connected with the political sphere, but also concerning all other spheres. It represents All-European tendency to give an opportunity to every person to be involved in all the events, which are caused by the intensification of international cooperation, not only in educational, cultural and scientific spheres but also in political and everyday life [7].

Students of higher educational institutions and especially of the political science faculties of universities are in urgent need of improving foreign language communication. They are considered to be the main category of people who, according to the general point of view, will form political and economic elite of our country and will be worthy of an outstanding place in the world political association. Therefore, all the tutors' efforts have to be concentrated on this very category of students to improve the quality of foreign language communication.

From what has been pointed out concerning the political scientists skilled in foreign languages, becomes clear that the results of teaching foreign language communication in different groups of students with the help of traditional methods are unsatisfactory in most cases. Representatives of some government institutions complain about the lack of the required level of language spoken by the graduates of the political science faculties needed for the establishment of international relations with the different countries of the world. That is why nowadays a considerable intensification has been achieved in the methodology of teaching foreign languages. The activity is aimed at mastering a foreign language not only as a compulsory discipline, but also as the way in which any student can acquire the necessary knowledge and skills. Due to the unceasing everyday political, cultural and other contacts between different nations, political scientists skilled in foreign languages help exchange the results of researches and the experience in different spheres of social life. Practically not a single international contact of political leaders could

be possible without politicians with certain language skills. Of great help in this can also be the practical use of the principal rules of diplomatic correspondence and oral language communication.

What can be defined as criteria of the effective foreign language communication of future politicians? We share the opinion of N. Brieger, one of the most leading specialists in this sphere, who said that impact of delivering information, variety of media and conciseness of communication could be mentioned among these criteria. The very first component is the most important. Efficiency, which is one of the essential of stylistic features of communication, appears both in contents of information and in a variety of media [6].

Using gestures, visual contact, vocal variety, ability to work with the "difficult" audience, visual methods can be considered as the elements of the effective foreign language communication. These elements are useful in producing individual style, which is behind the limits of foreign language usage, but which helps to render information during the realization of communication skills - presentations, negotiations, phone calls etc. Forming of skills of the foreign language communication is fulfilled with the help of works and researches performed in the contemporary pedagogics. It distinguishes stages and types (oral and written) of the communication, which have their specific features.

While oral communication is characterized by intonation, availability of paralinguistic information (mimicry and gestures), certain pace, contact with interlocutor, specific set of means of speech; written communication is a specific type of speech activity from the point of view of psychology, linguistics and intercourse. Written communication is characterized by a specific set of means of speech, complexity of structure, greater awareness in the design, completeness and has more details because of the absence of direct contact with a partner.

Forming of a foreign communicative competence has to be fulfilled in a step-by-step way, first taking into consideration the easier material and then adding more complicated elements. At the elementary level students should form communicative skills, which are known as a person's communicative minimum, which includes some cultural customs and traditions of English-speaking countries [5]. At the intermediate level future politicians form communicative skills to provide them with professional communicative minimum. This level gives the ability to hold political conversations, to introduce themselves, to raise the problems and to investigate the ways of finding out the decisions to their solution etc. The advanced level is the level of formation communicative skills, which enable students to hold the professional discussions, to learn the

political terminology, speech clichés and skills to express their views.

Written communicative skills are to be formed on the second and the third (on the intermediate and on the advanced) levels of studying foreign language communication. This process includes the acknowledgement with the main types of the diplomatic correspondence.

As English language is generally used as a means of political communication, special attention should be paid to the diplomatic correspondence, in which one should follow some certain traditions and rules, which exist in Great Britain and the USA. Diplomatic correspondence is one of the means of information and data exchange, important element of foreign-policy and external economic links. Depending on the speech style of the letter, the structural peculiarities and the connotative meaning of the source language idiomatic or stable expressions and taking into account that business becomes ever more international it is increasingly easy to get it wrong. Cultural challenges exist side by side with the problems of doing business in a foreign language. Language, of course, is full of difficulties - disaster may be only a syllable away. But the more you know of the culture of the country you are dealing with, the less likely you are to get into difficulties [1].

Letters, the traditional form of political communication, are still generally preferred for confidential and very formal correspondence. Rules and traditions of correspondence vary in time but some basic principles of an official letter remain unchanged. Intercultural political writing depends on the subject and purpose of the message and the customs of the person to whom the message is addressed. Functional role of diplomatic correspondence consists in reaching agreement between two sides (states, governments). Composing of an official letter demands special skills from its author, which are based first of all on the deep knowledge of a certain language and its stylistics.

As it was proved by the teaching experience, to provide a proper level of official letter writing, the tutor has to give students some consideration to the matter of structure, specific features of style, political terms, and different types of letters. And the main purpose of a political scientist is to form practical skills in receiving and writing letters to colleagues keeping to a certain structure, essential phrases and style of diplomatic correspondence.

As it was determined at Intergovernmental symposium, which took place in Rüşchlikon (Switzerland) in November 1991 and was devoted to the topic "Transparency and co-ordination of the teaching foreign languages process in Europe: goals, evaluation, certification", students have to master spelling, grammar and punctuation. They should be able to compose and formulate utterances – to develop cognitive and linguistic skills, to write (in handwriting) or type the text, to practise manual skills, to compose official letters. Only possessing the highest level of these skills a student will be able to meet the requirements of a qualified specialist.

There are nine types of official letters: request letter, cover letter, information letter, excuse letter, acknowledgement letter, invitation letter, thank you letter, congratulation letter, letter of complaint, which the future politicians will deal with [2].

It must be emphasized that stereotyped expressions are typical to all the types of letters. Using these phrases students will cope with the writing of any correspondence without making mistakes. It goes without saying that students of political faculties have to be able to compose official letters by themselves, using acquired knowledge and practical skills. Of great help in this can also be the use of such exercises as: "Write a congratulation letter to your partner"; "You received an invitation to participate in conference on ... but you cannot accept it. Write an excuse letter."

Political letter as a means of communication possesses some motivation and subject that is why it can be taught as a communicative unit. It is impossible to study all aspects of a language by means of writing letters. Nevertheless correspondence writing in a foreign language teaching and learning cannot be ignored since it remains one of the teaching means in achieving the aim. For example, official letters denote potential reason, which stimulates student's intellectual and communicative activity.

Each letter is composed of the following elements: a heading, a date, a receiver's address, a salutation, a text, a signature, etc. All the requisites can be found in it, such as: top, sector of addressee, reference to the previous correspondence, occasion, according to which the letter was written, letter text, goodbye-phrases, signature and sender's data.

Working at an official letter much attention should be paid not only to the explanation of its Essential Elements, but also to the search of the ways of finding answers to certain questions. The list of the questions may be as follows: what information does the headline contain; what is the address and the type of sending; what is the reason of sending and what is the main idea of the letter; what phrases are used for addressing and for saying goodbye. Furthermore, official letter writing motivates future politicians to express their thoughts and ideas. Students of the political faculties become active participants of an educational process. While being the specialists they have to compose official letters, to draw up agreements, to invite active members to take part in the conferences, to inform participants about the meetings etc. In such a way letters create psychological conditions for the development of students' critical-thinking and assist them in formation of the effective foreign language communication.

Diplomatic correspondence plays an important role in international political and business relations. That's why one of the goals of studying foreign language for students of political faculties should be mastering professional-oriented writing skills. However, understanding and composing of a business letter is often difficult even for native speakers. Possessing such skills is impossible without doing some certain exercises, which assist in getting professional writing skills and prepare students to use them in practical situations.

In recent years such means of communication as fax and e-mail are widely used. It is determined to some degree by their convenience and speed. Composing official e-mails students should keep in mind that such kinds of letters have to be short and easy to understand.

Speaking about oral foreign language communication it is necessary to mention presentations and negotiations,

which are considered to be the main types of it. The main goal is to persuade the partner to solve the problem which both sides are interested in. That's why it is important to determine the purpose and the subject of the conversation before the presentation or negotiations start. During these types of communication politicians have to listen to and understand their partners. To succeed in this, students should learn to use verbs and phrases which can help to express their thoughts and describe the topic of discussion clearly. Short sentences are also used to make the conversation easy to understand. Pauses play psychological functions, they attract attention and emphasize what has been said.

It should be mentioned, that in above situations English language is considered as a language for specific purposes. It has important relevant elements for different situations of official communication. Information, which is rendered, should be easy enough to understand and to save time, that's why it has to be laconic, plain and logical. Thoughts have to be expressed with the help of the words which show the consistency of events.

It is necessary to point out, that the terminology, which is used during political communication, is full of political terms and phrases (*absolute majority, incumbent, optional preferential voting, state of nature etc.*) [4]. In most cases they are used along with everyday sentences. Consequently, students of political science faculties should enlarge their vocabulary.

Using traditional types of official communication (public speech, interview etc.) to develop political and economic relations with foreign countries future politicians will have to embody communicative strategies of their partners, which demand the ability to organize self-presentation, presentation and press-conference.

Telephone conversation is also one of the types of oral foreign language communication. The language used over the phone has to be official. There are a lot of words and phrases, which are used only over the phone (*how can I help you; wait a minute, please; I'd like to speak to Mr. White; as far as I know; this is Mr. Brown speaking etc.*).

Speaking over the phone, one should express his thoughts clearly and explain incomprehensible information, be well-informed of the subject of conversation, because there are no additional sources of information (diagrams, schemes, instructions etc.), which can be used during an ordinary meeting or presentation.

Meetings and conferences can be also mentioned as the types of oral communication. In such conversations future politicians will have to use monologue or dialogue. Hence, politicians use dialogues during meetings, business conversations, negotiations, presentations, press-conferences, while signing the agreements and contracts; monologues are used during conferences, seminars and public speeches.

Thus, oral and written foreign language communications are used in all types of political intercourse situations mentioned in the article. While using the description of these situations it is easy enough to distinguish some typical situations of oral and written foreign language communication for future specialists in political sphere. That's why, to succeed in oral foreign communication, future politicians have to understand professional language, to be familiar with political terms, expressions and phrases. To succeed in written foreign communication future politicians have to understand that the diplomatic correspondence is a key aspect of the political world. Writing skills should be a part of political science education because unclear or confusing correspondence can cause many problems, can lead to misunderstanding, delays and poor relations between individuals, departments and countries.

It must therefore be repeatedly emphasized in conclusion, that it is advisable to provide step-by-step acquisition of foreign language communication. The foreign language tutors' targets are: to provide practical help in writing official letters of different kinds and to develop student's language personality that will be able to successfully function in multicultural and multilingual context.

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Онощенко А.О. Типичные ситуации профессионального общения на английском языке в контексте обучения студентов-политологов

Аннотация. Статья посвящена проблеме подготовки будущих политологов к усному и письменному профессиональному общению на английском языке. Автор предлагает обзор научно-методических исследований по данной проблеме и приводит примеры типичных ситуаций профессионального общения, которые помогут преуспеть будущим специалистам в политической деятельности.

Ключевые слова: *профессиональное общение, будущие политологи, официальное письмо, дипломатическая переписка*